

KENTUCKY
STATE HVAC LAW,
REGULATIONS & CODE REFERENCES



Issued By The
DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION

DIVISION OF HVAC
101 SEA HERO RD., STE 100
FRANKFORT KY 40601

UNOFFICIAL TEXT OF STATUTES, ADMINISTRATIVE REGULATIONS AND CODE
REFERENCES
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David Moore	Public At Large
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Ron Carter	Local Government Official
Thomas Rechtin	Heating, Ventilation and Air Conditioning Contractor
Michael Eidson	Kentucky Association of Plumbing, Heating Cooling Contractors
Lisa Marsh Flara	Kentucky Society of Professional Engineers
Leonard Heuser	Mechanical Contractors Association

KENTUCKY STATE HVAC LAWS & REGULATIONS

CHAPTER 198B

Heating, Ventilation and Air Conditioning Contractors Section

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198B.650 Definitions for KRS 198B.650 to 198B.689.

As used in KRS 198B.650 to 198B.689, unless the context requires otherwise:

- (1) "Air conditioning or cooling system" means a system in which heat is removed from air, surrounding surfaces, or both;
- (2) "Apprentice heating, ventilation, and air conditioning mechanic" means an individual in the process of learning the heating, ventilation, and air conditioning trade who assists and is under the supervision of a master heating, ventilation, and air conditioning contractor and a journeyman heating, ventilation, and air conditioning mechanic;
- (3) "Board" means the Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors;
- (4) "Burner service" means the servicing of oil or gas burners used for heating air or water for purposes other than the transmission of heat;
- (5) "Certificate" means a document issued by the board to an apprentice heating, ventilation, and air conditioning mechanic to assist a master heating, ventilation, and air conditioning contractor or a journeyman heating, ventilation, or air conditioning mechanic;
- (6) "Executive director" means the executive director of the Office of Housing, Buildings and Construction;
- (7) "Office" means the Office of Housing, Buildings and Construction;
- (8) "Heating system" means a system in which heat is transmitted by radiation, conduction, convection, or a combination of any of these methods to air, surrounding surfaces, or both. "Heating system" does not include fireplaces and free-standing stoves not incorporated into a primary heating system, electric thermal storage units, electric ceiling cable heating systems, or electric baseboard heating units;
- (9) "Hydronic system" means a heating and cooling system using liquids to transmit or remove heat;
- (10) "Initial heating, ventilation, or air conditioning system" means the first or original heating, ventilation, or air conditioning system installed in a building;
- (11) "Journeyman heating, ventilation, and air conditioning mechanic" means an individual who is licensed by the board to perform heating, ventilation, and air conditioning work under the supervision, direction, and responsibility of a master heating, ventilation, and air conditioning contractor;
- (12) "Maintenance person or maintenance engineer" means a person who is a regular and bona fide full-time employee or agent of a property owner, property lessor, property management company, or firm, not in the heating, ventilating, and air conditioning business that has jurisdiction of property where the routine maintenance of heating, ventilating, and air conditioning is being performed, provided the maintenance shall not include replacement of heating, ventilation, or air conditioning systems;
- (13) "Major repair" means the complete replacement of any of the following heating, ventilation, or air conditioning equipment:
 - (a) Furnaces;
 - (b) Condensing units;
 - (c) Heat pumps;
 - (d) Fan coil units;
 - (e) Chiller systems; or
 - (f) Heating boiler systems not covered by KRS Chapter 236;
- (14) "Master heating, ventilation, and air conditioning contractor" means a heating, ventilation, and air conditioning contractor who is licensed by the board to advertise and practice heating, ventilation, and air conditioning contracting in this Commonwealth;
- (15) "Permit" means a document issued by the office or its authorized agent allowing the installation of an original heating, ventilation, or air conditioning system;
- (16) "Practice of heating, ventilation, and air conditioning contracting" means the installation, maintenance, altering, remodeling, or repair of heating systems, ventilation systems, hydronic systems, burner service, or cooling systems;
- (17) "Routine maintenance of heating, ventilation, or air conditioning" means the routine and periodic servicing of heating, ventilation, and air conditioning systems, including cleaning, inspection, and adjustments to ensure the proper operation, and the removal and replacement of component parts. "Routine maintenance of heating, ventilation, or air conditioning" shall not include the installation of complete new heating, ventilation, or air conditioning systems; and

- (18) "Ventilation system" means a natural or mechanical system of supplying air to or removing air from any space.
Effective: July 1, 2008
History: Amended 2007 Ky. Acts ch. 86, sec. 9, effective July 1, 2008. -- Created 1994 Ky. Acts ch. 59, sec. 1, effective July 15, 1994.

198B.652 Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors.

- (1) The Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors is hereby created, which shall be attached to the Office of Housing, Buildings and Construction for administrative purposes. The board shall consist of eight (8) members, one (1) of whom shall be a member of the Home Builders Association of Kentucky; one (1) of whom shall be a member of the Kentucky Society of Professional Engineers; one (1) of whom shall be a member of the Kentucky Association of Plumbing-Heating-Cooling Contractors; one (1) of whom shall be a member of the Mechanical Contractors Association of Kentucky; one (1) of whom shall be a heating, ventilation, or air conditioning contractor; one (1) of whom shall represent the public and shall not be associated with or financially interested in heating, ventilation, and air conditioning contracting; one (1) of whom shall be the executive director of the Office of Housing, Buildings and Construction or his or her designee; and one (1) of whom shall be a local government official or employee, who shall have a background in the heating, ventilation, or air conditioning industry. Each member of the board shall be a citizen and resident of the Commonwealth of Kentucky.
- (2) All members of the board, except those who represent the public, local government, the Office of Housing, Buildings and Construction, and the Kentucky Society of Professional Engineers, shall:
- (a) For initial appointments to these positions, have been actively engaged in the heating, ventilation, and air conditioning contracting business for not less than five (5) years immediately preceding the date of the appointment to the board;
- (b) For subsequent appointments to these positions for terms beginning prior to July 1, 2000, have been actively engaged in the heating, ventilation, and air conditioning contracting business for not less than five (5) years immediately preceding the date of the appointment to the board and hold a valid license or certificate as a master heating, ventilation, and air conditioning contractor; and
- (c) For subsequent appointments to these positions for terms beginning on or after July 1, 2000, have been actively engaged in the heating, ventilation, and air conditioning contracting business as a master heating, ventilation, and air conditioning contractor for not less than five (5) years immediately preceding the date of the appointment to the board and shall hold a valid license or certificate for that status.
- (3) Except for the executive director, who shall serve for so long as he or she holds his or her appointment as executive director, the terms of the board members shall be as follows. The remaining seven (7) board members shall be appointed by the Governor with initial appointments for three (3) members for terms of three (3) years, two (2) members for terms of two (2) years, and two (2) members for terms of one (1) year. All appointments shall expire on June 30 of the last year of the terms. Thereafter, these members shall be appointed by the Governor for terms of three (3) years. No person shall serve more than two (2) full consecutive terms. Members shall serve until their successors are appointed.
- (4) The executive director of the Office of Housing, Buildings and Construction, or his or her designee, shall serve as chairman of the board. A majority of the board shall constitute a quorum to conduct business. The board shall meet at least once each calendar quarter in a location designated by the chairman or executive director. The board may meet upon special call by the chairman, the executive director, or a majority of the board.
- (5) Each member of the board, except the executive director, shall receive twenty-five dollars (\$25) per day for attending each meeting and shall be reimbursed for all necessary expenses incurred in the performance of his or her official duties.

- (6) Vacancies in the membership of the board for any cause shall be filled by appointment by the Governor for the balance of the unexpired term.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 2, effective July 15, 1994.

198B.654 Powers and duties of board -- Authority for administrative regulations.

- (1) The board shall promulgate administrative regulations to administer, coordinate, and enforce the provisions of KRS 198B.650 to 198B.689; conduct examinations; maintain a list of all licensees and certificate holders; keep minutes of board meetings and a record of its proceedings; and register and keep records of all apprentices.
- (2) The board, or its designee, may issue subpoenas, administer oaths, examine witnesses, conduct disciplinary proceedings, investigate allegations of wrongdoing under KRS 198B.650 to 198B.689, issue licenses and certificates, and seek injunctive relief to enforce the provisions of KRS 198B.650 to 198B.689. In seeking injunctive relief, the board shall not be required to post any bond.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 3, effective July 15, 1994.

198B.656 Practice as and assumption and use of title master contractor, journeyman, or apprentice without a license prohibited.

Except as otherwise provided in KRS 198B.650 to 198B.689:

- (1) No person shall hold himself out as a master heating, ventilation, and air conditioning contractor or assume or use any title, designation, or abbreviation likely to create the impression of this licensure, unless he is the holder of a valid master heating, ventilation, and air conditioning contractor's license issued in accordance with the provisions of KRS 198B.650 to 198B.689. The holder of a valid master heating, ventilation, and air conditioning contractor's license shall be entitled to practice heating, ventilation, and air conditioning contracting, including the obtaining of any necessary permits in connection with the practice of heating, ventilation, and air conditioning contracting, and shall be primarily responsible for the heating, ventilation, and air conditioning work performed;
- (2) No person shall hold himself out as a journeyman heating, ventilation, and air conditioning mechanic or assume or use any title, designation, or abbreviation likely to create the impression of this licensure, unless he is the holder of a valid journeyman heating, ventilation, and air conditioning mechanic's license issued in accordance with the provisions of KRS 198B.650 to 198B.689;
- (3) No person shall hold himself out as an apprentice heating, ventilation, and air conditioning mechanic or assume or use any title, designation, or abbreviation likely to create the impression of certification, unless he is the holder of a valid apprentice heating, ventilation, and air conditioning mechanic's certificate issued in accordance with the provisions of KRS 198B.650 to 198B.689; and
- (4) No person shall practice heating, ventilation, and air conditioning contracting, unless he is otherwise qualified according to the provisions of KRS 198B.650 to 198B.689.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 4, effective July 15, 1994.

198B.658 Qualifications for licensure and certification.

- (1) The board shall issue a master heating, ventilation, and air conditioning contractor's license to any person who:
- (a) Is at least eighteen (18) years of age;
- (b) Has been regularly and principally employed or engaged in the heating, ventilation, and air conditioning trades as a journeyman heating, ventilation, and air conditioning mechanic for not less than two (2) years, under the direction and supervision of a master heating, ventilation, and air conditioning contractor; and
- (c) Has passed an examination prescribed by the board to determine competency to practice heating, ventilation, and air conditioning contracting.

- (2) The board shall issue a journeyman heating, ventilation, and air conditioning mechanic's license to any person who:
 - (a) Is at least eighteen (18) years of age;
 - (b) Has been regularly and principally employed or engaged in the heating, ventilation, and air conditioning trades for not less than two (2) years, under the direction and supervision of a master heating, ventilation, and air conditioning contractor, or who prior to July 1, 1995, under the direction and supervision of a person who qualifies under KRS 198B.662; and
 - (c) Has passed an examination prescribed by the board to determine competency to install, maintain, and repair heating and cooling systems, heating and cooling service, burner service, and hydronic systems.
- (3) The board shall issue an apprentice heating, ventilation, and air conditioning mechanic's certificate to any person who is registered with the board.
 - (a) The board shall establish by administrative regulation the minimum number of hours of experience required by apprentices and shall maintain an apprentice register to credit an apprentice for hours worked under the supervision of a master heating, ventilation, and air conditioning contractor and journeyman heating, ventilation, and air conditioning mechanic. Experience gained under the supervision of a Kentucky licensed master heating, ventilation, and air conditioning contractor while registered as an apprentice with the Kentucky Department of Labor, Office of Workplace Standards, in cooperation with the United States Department of Labor, Bureau of Apprenticeship and Training shall be accepted toward the two (2) year experience requirement for a journeyman heating, ventilation, and air conditioning mechanic license.
 - (b) The apprentice register shall include the name, address, Social Security number, employer, and dates of employment of the apprentice.
 - (c) The apprentice shall notify the board in writing of any change in address or employer.
 - (d) Apprentices and pre-apprentices shall not be required to pay fees for a certificate of registration or a registration renewal fee.
- (4) The satisfactory completion of one (1) academic year of a board-approved curriculum or one (1) year of professional training in heating, ventilation, and air conditioning work may be considered as equivalent to one (1) year of employment required by subsection (2)(b) of this section, not to exceed one (1) year.
- (5) The satisfactory completion of one (1) academic year of teaching experience in a board-approved or state-approved technical education program in heating, ventilation, and air conditioning shall be considered as equivalent to one (1) year of employment, as required by subsection (1)(b) or (2)(b) of this section. No more than one (1) year of approved teaching experience may be used in meeting the requirements of subsection (1)(b) or (2)(b) of this section.

Effective: July 15, 1998

198B.660 Examinations -- Application -- Procedures.

- (1) Applications for examination shall be in writing and shall contain all information required by the board. Applications shall be filed not less than forty-five (45) days prior to the examination date.
 - (a) Not less than ten (10) days prior to an examination date, the board shall send written notice of the date, hour, and place of the examination to each applicant for licensure or certification.
 - (b) Each application for licensure or certification shall be accompanied by a nonrefundable application fee.
- (2) Examinations shall be given at least two (2) times during each calendar year at those times and places within the Commonwealth prescribed by the board. No applicant may take an examination until the examination fee is paid.
- (3) Notice of passing or failing an examination shall be provided to each applicant as soon as practicable.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 6, effective July 15, 1994.

198B.662 Licensing of specified contractors and journeymen upon application made prior to July 1, 1995
-- Compliance with standard requirements after July 1, 1995.

- (1) Upon application made prior to July 1, 1995, and payment of a fee as determined by the board, any person who has been actively engaged and lawfully established as a heating, ventilation, and air conditioning contractor in this Commonwealth for not less than three (3) years immediately prior to July 1, 1994, or any person holding a valid heating, ventilation, and air conditioning license or similar license, issued by a city, county, or urban-county government of this Commonwealth prior to July 1, 1994, may be issued a master heating, ventilation, and air conditioning contractor's license which shall entitle him to practice heating, ventilation, and air conditioning contracting, subject to approval of the board, in any jurisdiction in the Commonwealth. The prescribed fee and proof of eligibility required by the board shall accompany the application.
- (2) Upon application made prior to July 1, 1995, and payment of a fee as determined by the board, any person who has been actively engaged and lawfully qualified as a journeyman heating, ventilation, and air conditioning mechanic in this Commonwealth under the supervision of a heating, ventilation, and air conditioning contractor for not less than three (3) years immediately prior to July 1, 1994, may be issued a journeyman heating, ventilation, and air conditioning mechanic's license, subject to approval of the board.
- (3) After July 1, 1995, all applicants for a master heating, ventilation, and air conditioning contractor's license or a journeyman heating, ventilation, and air conditioning mechanic's license shall be required to comply with KRS 198B.658.
- (4) Upon application made prior to July 1, 1994, and payment of a fee as determined by the board, any person who has been actively engaged in the practice of heating, ventilation, and air conditioning contracting in the public schools or has been actively engaged in the routine maintenance of heating, ventilation, or air conditioning in the public schools, for not less than eight (8) years immediately prior to July 1, 1994, may be issued a masters heating, ventilation, and air conditioning contractor's license, subject to the approval of the board.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 7, effective July 15, 1994.

198B.664 Renewal and restoration of license -- Inactive status -- Reactivation.

- (1) Every master heating, ventilation, and air conditioning contractor's license and journeyman heating, ventilation, and air conditioning mechanic's license issued by the board may be renewed annually, upon payment of a renewal fee. Failure to renew shall cause the license to expire.
- (2) Applications for restoration may be made within ninety (90) days of expiration of a license upon payment of the renewal fee, payment of a restoration fee, and if applicable proof of insurance as required by KRS 198B.668.
- (3) Those persons previously licensed by the board as a master heating, ventilation, and air conditioning contractor and not engaged in the practice of heating, ventilating, and air conditioning contracting in the Commonwealth may apply and be granted inactive status by the board in accordance with administrative regulations promulgated by the board. Licensees granted inactive status shall not retain the right to statewide practice of heating, ventilation, and air conditioning contracting. An inactive license shall not be a valid license. A licensee on inactive status may petition the board for restoration of a license to practice actively. The petitioner shall pay a reactivation fee, provide proof of the satisfaction of all other requirements as determined by the board, and obtain the insurance as required by KRS 198B.668.

Effective: July 14, 2000

History: Amended 2000 Ky. Acts ch. 386, sec. 2, effective July 14, 2000. -- Created 1994 Ky. Acts ch. 59, sec. 8, effective July 15, 1994.

198B.666 Reciprocity for licensees of other states.

Any person who has been issued a license in another state which has licensing, educational, and experience requirements substantially equal to or greater than those of this state and which grants equal licensing privileges to persons licensed in this state, may be issued an equivalent license in this state upon terms and conditions determined by the board.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 9, effective July 15, 1994.

198B.6671 Permit required for installation of initial system -- Contents of application and permit -- Exemptions.

- (1) Notwithstanding KRS 198B.030 to the contrary, any person who installs an initial heating, ventilation, or air conditioning system shall apply for a permit prior to beginning the installation. No installation shall begin before the application for the permit has been filed. In no event, however, shall a person exempt under KRS 198B.674 be required to possess or show proof of a heating, ventilation, or air conditioning license in order to obtain the permit required by this section.
- (2) The applicant for a heating, ventilation, and air conditioning permit, by the act of applying for the permit, shall be deemed to consent to inspection of the installation by authorized inspectors of the Commonwealth of Kentucky and of the relevant city, county, urban-county, charter county, unified local government, or consolidated local government.
- (3) The permit shall give:
 - (a) The name of the person performing the work;
 - (b) The full extent of the work to be performed;
 - (c) The name of the owner or owners of the property where the work is to be performed;
 - (d) The location of the property where the work is to be performed, including county and street address; and
 - (e) The master license number, if the work is required to be performed by a master heating, ventilation, and air conditioning contractor.
- (4) No permit shall be required for any installation performed on a manufactured home as defined by KRS 227.550(7), by a manufactured home retailer licensed pursuant to KRS 227.610, or by a manufacturer as defined by KRS 227.550(9).
- (5) No permit or inspection shall be required for the installation of window unit air conditioners or space heaters.
- (6) No permit or inspection shall be required for the installation of a heating, ventilation, or air conditioning system except in buildings designed for human occupancy.

Effective: July 1, 2008

History: Created 2007 Ky. Acts ch. 86, sec. 1, effective July 1, 2008.

198B.6672 Prohibition on use of system not installed in compliance with applicable codes -- Inspection scheduling.

- (1) No person, firm, or corporation shall use, continue to use, or permit the use of any heating, ventilation, or air conditioning system that an authorized inspector or the inspector's employee or agent determines was not installed in accordance with the Uniform State Building Code, the Uniform State Residential Code, and the referenced standards contained in the respective codes.
- (2) If a permit is required by KRS 198B.6671 for the installation of a heating, ventilation, or air conditioning system, no firm, person, or corporation shall use, continue to use, or permit the use of the heating, ventilation, or air conditioning system unless the permit has been obtained or applied for.
- (3) Any inspection required by KRS 198B.6671 shall be scheduled with the property owner or owners or their agent or agents at least one (1) business day in advance and shall be completed within three (3) business days of the scheduled inspection.

Effective: January 1, 2009

History: Created 2007 Ky. Acts ch. 86, sec. 2, effective January 1, 2009.

198B.6673 Administrative regulations -- Fees -- Qualifications for and compensation of local government's inspectors -- Local governments prohibited from establishing additional permitting or inspection programs.

- (1) The board shall promulgate administrative regulations to establish a reasonable schedule of fees to implement the program. The fees shall not exceed the actual costs for the administration of the program. The board shall also establish heating, ventilation, and air conditioning inspection protocols that ensure timely inspections and minimal interruption to the construction process.
- (2) The office, with the approval of the board, upon the request of any individual local governing entity or combination of entities with existing heating, ventilation, and air conditioning permitting and inspection programs as of January 1, 2007, shall authorize them to administer, carry out, and enforce the rules and regulations of the office relating to heating, ventilation, and air conditioning installations, issue permits, and make inspections within their respective boundaries, or perform any portion of these functions. Nothing in KRS 198B.6671 to 198B.6678 shall prohibit these entities from continuing to include major repairs or substantial alterations to a heating, ventilation, or air conditioning system within their permitting and inspection program in the absence of a state requirement, if major repairs or substantial alterations were included in the entities' inspection program prior to January 1, 2007. The office, with the approval of the board, may authorize any other individual local government entities or combination of entities to administer, carry out, and enforce the rules and regulations of the office relating to heating, ventilation, and air conditioning installations, issue permits, and make inspections within their respective boundaries, or perform any portion of those functions. When authorization is granted, the office shall enter into contractual arrangements with the local governing entities, which shall remain in effect as long as the local entity continues to operate its program pursuant to guidelines adopted by the board. A heating, ventilation, and air conditioning permit issued by an authorized local governing entity shall be considered a permit issued by the office, and all fees collected by the authorized local government related to the same shall be retained by that local government.
- (3) Any local governing entity enforcing the permitting and inspection requirements of KRS 198B.650 to 198B.689 pursuant to subsection (2) of this section may appoint and fix the compensation of the local governing entity's heating, ventilation, and air conditioning inspectors. No person shall perform the duties of a heating, ventilation, and air conditioning inspector unless he or she has at least six (6) years' experience as a licensed heating, ventilation, and air conditioning journeyman mechanic or a licensed master heating, ventilation, and air conditioning contractor, unless he or she is a certified building inspector who has successfully passed the examinations relating to heating, ventilation, and air conditioning systems. At the time of employment, the heating, ventilation, and air conditioning inspector shall be licensed or certified in accordance with the provisions of KRS 198B.650 to 198B.689.
- (4) No local governing entity may impose any other additional heating, ventilation, and air conditioning inspection or permit requirements, or establish any local inspection or permitting program, unless those provisions were in place before January 1, 2007.

Effective: July 1, 2008

History: Created 2007 Ky. Acts ch. 86, sec. 3, effective July 1, 2008.

198B.6674 Trust and agency account to be used for enforcement of KRS 198B.650 to 198B.689.

All fees and fines collected and paid into the State Treasury shall be credited to a revolving trust and agency account and shall be used only for the administration and enforcement of KRS 198B.650 to 198B.689 and the repayment of moneys borrowed from surplus trust and agency accounts of the office. The moneys in the account are hereby appropriated by the General Assembly for the purposes set forth in KRS 198B.650 to 198B.689, and shall not lapse at the close of the fiscal year.

Effective: July 1, 2008

History: Created 2007 Ky. Acts ch. 86, sec. 4, effective July 1, 2008.

198B.6675 Powers of office and of authorized local governments to inspect systems -- Powers to restrain and enjoin violations of KRS 198B.650 to 198B.689 -- Representation of office by state and local prosecutors.

- (1) For the purpose of enforcing the provisions of KRS 198B.650 to 198B.689, officers, agents, and inspectors of the office or an authorized local government shall have the power and authority to enter upon permitted premises at all reasonable times with the consent of the property owner in order to make inspections, interview all persons, and request proof of heating, ventilation, and air conditioning licenses, installation permits, and other evidence of compliance. Officers, agents, and inspectors of the office or an authorized local government shall have the authority to issue a stop-work order to any owner, agent, or occupant of real property whenever the heating, ventilation, and air conditioning system under inspection is found to be in violation of KRS 198B.650 to 198B.689 or the Uniform State Building Code's heating, ventilation, and air conditioning mechanical sections.
- (2) Notwithstanding the existence or pursuit of any other civil or criminal penalties, the office and its officers, agents, and inspectors are authorized to institute and maintain actions to restrain and enjoin any violation of KRS 198B.650 to 198B.689, the Uniform State Building Code, the Uniform State Residential Code, or the rules or the administrative regulations of the office relating thereto.
- (3) City and county attorneys, Commonwealth's attorneys, and the Attorney General may, within their respective jurisdictions, represent the office and its officers, agents, and inspectors in the enforcement of provisions of KRS 198B.650 to 198B.689, the Uniform State Residential Code, and the Uniform State Building Code.

Effective: January 1, 2009

History: Created 2007 Ky. Acts ch. 86, sec. 5, effective January 1, 2009.

198B.6676 Jurisdiction and venue in civil, injunctive, and criminal actions for enforcement of KRS 198B.650 to 198B.689.

- (1) The Circuit Court where a violation occurs shall have jurisdiction and venue in all civil and injunctive actions instituted by the office for the enforcement of the provisions of KRS 198B.650 to 198B.689 and orders issued thereunder.
- (2) The District Court where a violation occurs shall have jurisdiction and venue in all criminal actions for the enforcement of the provisions of KRS 198B.650 to 198B.689, the Uniform State Building Code, the Uniform State Residential Code, and orders issued thereunder.

Effective: July 1, 2008

History: Created 2007 Ky. Acts ch. 86, sec. 6, effective July 1, 2008.

198B.6677 Power of inspector to refuse to approve work covered by permit -- Power of office or authorized local government to prohibit continued use of system -- Aggrieved applicant's right to hearing.

- (1) If an installation for which a permit is required does not meet the requirements of the Uniform State Building Code or the Uniform State Residential Code, whichever is applicable, or if the property owner refuses to allow an inspection, the inspector shall refuse to approve the work covered by the permit. The office or authorized local government may prohibit the continued use of a heating, ventilation, and air conditioning system that an authorized inspector determines was improperly installed or altered if continued use threatens human life or if the property owner refused to allow an inspection.
- (2) An applicant aggrieved by an action of an inspector or the office may request a hearing in accordance with KRS Chapter 13B.

Effective: January 1, 2009

History: Created 2007 Ky. Acts ch. 86, sec. 7, effective January 1, 2009.

198B.6678 Office to appoint and assign qualified inspectors to counties.

- (1) The office shall appoint and assign heating, ventilation, and air conditioning inspectors to each county subject to the provisions of KRS 198B.650 to 198B.689 and in numbers sufficient to implement the provisions of KRS 198B.650 to 198B.689.

- (2) No person shall be appointed as a heating, ventilation, and air conditioning inspector unless he or she has at least six (6) years' experience as a licensed heating ventilation, and air conditioning journeyman mechanic or a licensed master heating, ventilation, and air conditioning contractor, unless he or she is a certified building inspector who has successfully passed the examinations relating to heating, ventilation, and air conditioning systems. At the time of his or her appointment, the inspector shall be licensed or certified in accordance with the provisions of KRS 198B.650 to 198B.689.

Effective: July 1, 2008

History: Created 2007 Ky. Acts ch. 86, sec. 8, effective July 1, 2008.

198B.668 Insurance requirements.

- (1) No person, firm, or corporation shall practice heating, ventilation, and air conditioning contracting unless that person, firm, or corporation maintains general liability insurance in an amount not less than five hundred thousand dollars (\$500,000) and property damage insurance in an amount not less than three hundred thousand dollars (\$300,000) underwritten by an insurance carrier licensed and approved by the Kentucky Office of Insurance.
- (2) Proof of insurance shall be submitted to the board prior to issuance or renewal of a license.
- (3) Proof of insurance, as required by subsection (1) of this section, shall exempt licensees from the requirement of obtaining separate insurance in local jurisdictions under any local licensing laws.
- (4) No license shall be valid without insurance as provided in this section. Insurance carriers shall notify the board upon cancellation of the insurance of any licensee required to maintain insurance.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 10, effective July 15, 1994.

198B.670 Advertising.

No person shall advertise or hold himself out as a master heating, ventilation, and air conditioning contractor, unless he is licensed as such by the board according to the provisions of KRS 198B.650 to 198B.689. The license number shall appear in all advertising and on all vehicles used by the licensee for heating, ventilation, and air conditioning contracting work.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 11, effective July 15, 1994.

198B.672 Sanctions -- Reasons for sanctions.

Subject to a hearing conducted in accordance with KRS Chapter 13B, the board may revoke, suspend, place on probation, or restrict the license or certificate of any licensee or certificate holder; refuse to issue or renew a license or certificate; or reprimand, censure, or fine a licensee or certificate holder for any of the following reasons:

- (1) Fraud or deceit in obtaining licensure or certification;
- (2) Transfer of the authority granted by the license or certificate to another person;
- (3) Unfair or deceptive trade practices;
- (4) Willful or deliberate disregard and violation of building codes, electrical codes, or related laws and ordinances of this Commonwealth or any city, county, or urban-county government;
- (5) Aiding or abetting any person attempting to evade the provisions of KRS 198B.650 to 198B.689;
- (6) Conspiracy or knowingly combining with any person, to allow a license or certificate to be used by an unlicensed or uncertified person, firm, or corporation with intent to evade the provisions of KRS 198B.650 to 198B.689. Allowing a license or certificate to be used by more than one (1) person shall be prima facie evidence of intent to evade the provisions of KRS 198B.650 to 198B.689;
- (7) Willful or deliberate disregard of disciplinary actions taken by the board, or of a city, county, or urban-county government;
- (8) Negligence or incompetence in compliance with applicable codes and standards of practice;
- (9) Violation of any of the provisions of KRS 198B.650 to 198B.689 or any administrative regulation promulgated by the board; or

- (10) Conviction of a felony or of any crime an element of which is dishonesty or fraud, under the laws of any state or of the United States.

Effective: July 15, 1996

History: Amended 1996 Ky. Acts ch. 318, sec. 88, effective July 15, 1996. -- Created 1994 Ky. Acts ch. 59, sec. 12, effective July 15, 1994.

198B.674 Exemptions.

KRS 198B.650 to 198B.689 shall not apply to:

- (1) Employees of any master heating, ventilation, and air conditioning contractor who are subordinates of the licensee, if those employees are not journeyman heating, ventilation, and air conditioning mechanics or apprentice heating, ventilation, and air conditioning mechanics and do not engage in heating, ventilation, and air conditioning contracting, except as an employee;
- (2) An employee of the United States government while practicing heating, ventilation, and air conditioning contracting on or within property owned by the United States government.
- (3) An individual owner of real property while practicing heating, ventilation, and air conditioning work on or within property owned and occupied by the individual;
- (4) A person employed in the installation, maintenance, repair, or replacement of residential window air conditioning units;
- (5) A person licensed under KRS Chapter 236, if he is installing, servicing, repairing, or replacing boiler devices;
- (6) A person licensed under KRS Chapter 322, if he is preparing plans or conducting construction inspections;
- (7) A full-time maintenance person or maintenance engineer performing routine maintenance of heating, ventilation, or air conditioning in connection with his employment;
- (8) Contractors or employees while installing or maintaining heating, cooling, air conditioning, ventilation, or burner services on any property or site owned or operated by any entity:
 - (a) Subject to the jurisdiction of KRS Chapter 278; or
 - (b) Of any municipal electric, water, gas, or sewer utility operating pursuant to any of the provisions of KRS Chapter 96;
- (9) The adjustment of an air flow device performed by any entity specified in subsection (8) of this section, if the adjustment is performed in conjunction with the installation, replacement, or repair of a gas distribution line;
- (10) A person licensed or certified pursuant to KRS 227.570, or the administrative regulations promulgated there under, upon initial installation of air conditioning units incorporated with the original sale of a manufactured housing unit;
- (11) A general retailer whose primary business is not the practice of heating, ventilation, and air conditioning contracting, if that general retailer uses only licensed subcontractors that comply with the provisions of KRS 198B.650 to 198B.689. The provisions of this subsection shall not exclude or limit the liability of the general retailer, or exempt the general retailer from the insurance requirements as established in KRS 198B.668, if the general retailer is engaging in the practice of heating, ventilation, and air conditioning contracting;
- (12) The installation, service, repair, or replacement of electrical units on any heating, ventilation, or air conditioning system;
- (13) An employee or agent of the Commonwealth of Kentucky while practicing heating and ventilation contracting in connection with weatherization assistance for low income persons pursuant to 903 KAR 6:020;
- (14) A person conducting routine maintenance of heating, ventilation, or air conditioning as a volunteer for any church or religious organization, provided he receives no compensation for the services rendered; or
- (15) The installation, service, repair, or replacement of liquefied petroleum gas units on any heating, ventilation, or air conditioning system by an employee of any person licensed under the provisions of KRS 234.120(1)(a).

Effective: July 15, 1996

History: Amended 1996 Ky. Acts ch. 79, sec. 1, effective July 15, 1996. -- Created 1994 Ky. Acts ch. 59, sec. 13, effective July 15, 1994.

198B.676 Fees.

- (1) The board shall establish by administrative regulation and collect the following fees, not to exceed the cost of the licensing program:
 - (a) Initial application fee for:
 1. Master heating, ventilation, and air conditioning contractor; and
 2. Journeyman heating, ventilation, and air conditioning mechanic.
 - (b) Examination fee for:
 1. Master heating, ventilation, and air conditioning contractor;
 2. Journeyman heating, ventilation, and air conditioning mechanic; and
 3. Apprentice heating, ventilation, and air conditioning mechanic.
 - (c) License renewal fee.
 - (d) Certificate renewal fee.
 - (e) Duplicate license or certificate fee.
 - (f) Inactive status fee.
 - (g) Restoration fee.
 - (h) Reactivation fee.
 - (i) Change of information fee.
- (2) All fees and charges collected by the board under the provisions of this section shall be paid into a trust and agency account in the State Treasury. All expenses incurred by the board under the provisions of KRS 198B.650 to 198B.689, including compensation to the board members, shall be paid out of this account, subject to approval of the board.

Effective: July 15, 1996

History: Amended 1996 Ky. Acts ch. 105, sec. 2, effective July 15, 1996. -- Created 1994 Ky. Acts ch. 59, sec. 14, effective July 15, 1994.

198B.678 Responsibilities of master contractor working for company.

- (1) No firm, company, or corporation may engage in the practice of heating, ventilation, and air conditioning contracting in any county of the Commonwealth, unless the person in responsible charge of the heating, ventilation, and air conditioning work is a master heating, ventilation, and air conditioning contractor and is an employee or subcontractor of the firm, company, or corporation.
- (2) Each master heating, ventilation, and air conditioning contractor who is employed by a firm, company, or corporation engaged in the practice of heating, ventilation, and air conditioning contracting shall notify the board of that employment and upon termination of the employment.
- (3) No master heating, ventilation, and air conditioning contractor shall represent more than one (1) firm, company, or corporation.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 15, effective July 15, 1994.

198B.680 Inspector's conflict of interest.

- (1) With the exception of those persons appointed to the board pursuant to KRS 198B.652, no person appointed or employed by the Commonwealth, a county, city, or other jurisdiction to administer, regulate, or inspect heating, ventilation, and air conditioning work shall have any pecuniary interest in any heating, ventilation, and air conditioning business during the person's employment with the government or other jurisdiction.
- (2) Upon the holder's appointment or employment as an inspector, that person's license or certificate shall become inactive. Upon termination of the appointment or employment as an inspector, the person's license or certificate may be reactivated without examination, by written request to the board and payment of a reactivation fee.

Effective: July 15, 1994

198B.682 Continuation of board's jurisdiction -- Notification to local officials of license sanctions.

- (1) The revocation, suspension, restriction, lapse, or voluntary surrender of a license or certificate issued by the board shall not deprive the board of jurisdiction to investigate allegations of wrongdoing under KRS 198B.650 to 198B.689 or conduct disciplinary proceedings against a licensee or certificate holder.
- (2) The board shall, within thirty (30) days of the action, notify all appropriate local building officials, permit offices, or other authorized persons of license and certificate revocations, suspensions, probations, restrictions, and restorations.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 17, effective July 15, 1994.

198B.684 Continuing education requirements.

The board may adopt by administrative regulation standards for continuing education for licensees and certificate holders.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 18, effective July 15, 1994.

198B.686 Criminal penalties.

- (1) Effective July 1, 1995, any person for whom licensure or certification is required who is not licensed or certified by the board and practices heating, ventilation, and air conditioning contracting services shall be guilty of a Class A misdemeanor. Each violation shall be regarded as a separate offense.
- (2) Any person who advertises or otherwise holds himself out as being a licensed master or journeyman heating, ventilation, or air conditioning contractor and is not so licensed shall be guilty of a Class A misdemeanor. Each violation shall be regarded as a separate offense.

Effective: July 14, 2000

History: Amended 2000 Ky. Acts ch. 386, sec. 3, effective July 14, 2000. -- Created 1994 Ky. Acts ch. 59, sec. 19, effective July 15, 1994.

198B.688 Conformity with standards of the Uniform State Building Code.

The installation, maintenance, alteration, or repair of heating systems, ventilation systems, hydronic systems, burner service, or cooling systems governed by KRS 198B.650 to 198B.689 shall be made in conformity with applicable standards of the Uniform State Building Code.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 20, effective July 15, 1994.

198B.689 Citation of KRS 198B.650 to 198B.689.

KRS 198B.650 to 198B.689 may be cited as the Heating, Ventilation, and Air Conditioning Contractors' Act.

Effective: July 15, 1994

History: Created 1994 Ky. Acts ch. 59, sec. 21, effective July 15, 1994.

**Department of Housing,
Buildings and Construction
Division of HVAC**

**State Heating, Ventilation and Air Conditioning
Regulations**

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815 KAR 8:010. Master heating, ventilation, and air conditioning (HVAC) contractor licensing requirements.

RELATES TO: KRS 198B.650, 198B.654, 198B. 656, 198B.658, 198B.660, 198B.662, 198B.664, 198B.668, 198B.672, 198B.676, EO 2009-535

STATUTORY AUTHORITY: KRS 198B.654(1), 198B.658, 198B.660(1), (2), 198B.664(1),(3), 198B.676(1), 198B.684, EO 2009-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654(1) requires the Board of Heating, Ventilation and Air Conditioning Contractors to promulgate administrative regulations necessary to enforce the provisions of KRS 198B.650 to 198B.689. KRS 198B.658 requires the board to establish qualifications for licensure and certification. KRS 198B.660(1) and (2) requires the board to establish examination requirements. KRS 198B.664(1) and (3) require the board to establish requirements for license renewal and inactive licenses. KRS 198B.684 authorizes the board to promulgate an administrative regulation with standards for continuing education for licensees and certificate holders. EO 2009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings and Construction as the Department of Housing, Buildings and Construction, and established the commissioner, rather than executive director, as the head of the department. KRS 198B.676(1) requires the board to establish fees by administrative regulation. This administrative regulation establishes the licensure requirements for HVAC contractors.

Section 1. General Requirements.

(1) Continuing education.

- (a) Each licensee shall complete eight (8) hours of continuing education prior to renewal of the license.
- (b) The continuing education shall be conducted in accordance with 815 KAR 8:050.

(2) Supervision. The master shall supervise and be primarily responsible for all HVAC work performed by the employees and subcontractors of the license.

(3) Company license. A licensee who is an employee of a company and whose license represents the company shall notify the board, in writing, if the licensee ceases to represent the company or if the name of the company changes, requesting a change of information on that license and paying the change of information fee listed in Section 7(5) of this administrative regulation.

Section 2. Initial Application Requirements.

(1) Filing the application.

- (a) An applicant seeking a master HVAC contractor license shall submit to the board:
 - 1. A completed and notarized Master HVAC Contractor License Application on Form HVAC 1;
 - 2. An initial license application fee of \$250 for a twelve (12) month license. The initial license fee may be prorated for not less than seven (7) months or more than eighteen (18) months and shall expire on the final day of the applicant's birth month;
 - 3. Proof of satisfactory completion of the examination required by Section 4 of this administrative regulation;
 - 4. Proof of the applicant's experience as required by KRS 198B.658(1)(b) and this administrative regulation;
 - 5. A recent passport-sized color photograph of the applicant; and
 - 6. Proof of insurance as required by KRS 198B.668.

(b) If the applicant is an employee representing a company, the applicant shall state the company name on the application form. The company may provide the insurance certificates and shall be subject to this administrative regulation.

(2) Termination of application. The initial application shall remain pending until all requirements are met, up to a period of one (1) year after the date the application is submitted. At the end of one (1) year, the application shall be void

Section 3. Inactive License Status.

- (1) (a) A licensee may request that a license be placed in inactive status.
(b) A licensee shall not perform HVAC work while the license is inactive.
- (2) A master HVAC contractor licensee in inactive status shall not be required to maintain insurance as required by KRS 198B.668 or provide proof to the Department of Housing, Buildings and Construction of compliance with workers' compensation laws.
- (3) A certified HVAC inspector may be licensed as a master HVAC contractor, but shall place the license in inactive status while having an active HVAC inspector certification.
- (4) Performing HVAC work while holding an inactive license shall be grounds for revocation or suspension of all HVAC licenses and certifications held by the licensee.

Section 4. Examination Requirements. An applicant shall take and pass the examination administered in compliance with this section.

- (1) A completed Master HVAC Contractor License Examination Application on Form HVAC 6 shall be submitted to the Division of HVAC.
- (2) The examination shall be a two (2) part examination and shall test the applicant's knowledge of:
 - (a) Codes, standards, and current technological and industry recommended practices with respect to the proper installation, maintenance, repair, remodeling, or alteration of all types of HVAC systems; and
 - (b) Law and regulation relating to HVAC business.
- (3) An applicant who fails a portion of the examination may reapply within one (1) year to repeat the failed portion of the examination.
- (4) An applicant who fails re-examination shall be required to sit for the full examination.
- (5) Reasonable accommodations shall be made if necessary to provide accessibility to disabled applicants, upon request.
- (6) Except as provided in subsection (11) of this section, an applicant shall complete with a passing score of at least seventy (70) percent the examination known as the "Kentucky Master HVAC Contractor Examination", which is developed, administered, and scored by the board or its designee.
- (7) (a) A request to sit for the examination shall be made directly to the testing facilities approved by the board.
(b) A list of facilities and contact information shall be provided to applicants following receipt of the examination application.
- (8) The examination fee shall not exceed \$160 for the Kentucky Master HVAC Contractor Examination.
- (9) The examination shall be provided as set forth in KRS 198B.060.
- (10) A passing score on the examination shall be valid for a period of two (2) years.
- (11) Upon application by a testing agency, a national code group, or by an applicant for licensure, the department shall recognize another examination as equivalent to the examinations administered by the board if the person or group submitting the examination demonstrates that the examination covers the same material and requires the same level of knowledge as the board's examination.

Section 5. Experience Requirements. An applicant for licensure shall meet the experience requirements of this section.

- (1) Minimum experience. An applicant shall have the experience required by KRS 198B.658(1)(b).
- (2) Records of experience. An applicant's experience shall be listed on the application form.
 - (a) Proof of listed experience shall be provided by W-2s or an affidavit by a master HVAC contractor.
 - (b) Additional proof of experience may be requested by the board, prior to or after licensing, if the board has reason to believe that the experience shown is insufficient or nonexistent.

Section 6. Renewal and Reactivation Requirements and Procedures.

- (1) Filing for renewal. A master HVAC contractor shall submit to the department:
 - (a) A completed renewal application card;
 - (b) A renewal fee of \$250 made payable to the Kentucky State Treasurer;
 - (c) Proof of annual continuing education attendance in accordance with Section 1 of administrative regulation; and

- (d) Completed continuing provider evaluation forms for each continuing education class attended.
- (2) (a) Except for a license placed in inactive status in accordance with subsection (6) of this section, application for license renewal shall be filed by each licensee no later than the last day of the licensee's birth month. Licenses shall be renewed each year.
- (3) A renewal fee of \$250 shall be paid prior to renewal. The department shall send renewal application cards to each licensee each year to be returned with the required fee.
- (4) Renewal application cards filed late, but no more than ninety (90) days after the last day of the licensee's birth month, shall be accepted, but a restoration fee, in accordance with Section 7(1) of this administrative regulation, shall be added to the renewal fee.
- (5) Failure to renew ninety-one (91) days after the last day of the licensee's birth month shall void the license, and the applicant shall comply with all requirements for a new license pursuant to Section 2 of this administrative regulation.
- (6) A license that has been placed in inactive status shall be exempt from annual renewal. An inactive license shall be reactivated upon payment of the annual renewal fee, the reactivation fee, and upon compliance with the continuing education requirements established in 815 KAR 8:050.
- (7) If an initial license is for a period of less than twelve (12) months, the initial license fee shall be reduced on a pro rata basis.
- (8) The application for renewal or reactivation of a licensed master HVAC contractor shall be denied if the applicant fails to:
 - (a) Pay the fees required for renewal, reactivation, and restoration, if applicable;
 - (b) Comply with the continuing education requirements established in Section 1(1) of this administrative regulation; or
 - (c) Provide the current insurance certificate required by KRS 198B.668.
- (9) A licensee who has not previously provided a passport-sized color photograph shall provide one (1) with the licensee's next renewal application.

Section 7. Special Service Fees. In addition to other fees required by this administrative regulation, the following fees shall also be applied:

- (1) Restoration fee. The fee for renewal of expired licenses shall be fifty (50) dollars.
- (2) Inactive status fee. A licensee may place the license in inactive status upon payment of twenty (20) dollars. Inactive status shall be maintained until the licensee requests reactivation in accordance with Section 6(6) of this administrative regulation.
- (3) Reactivation fee. A license shall be reactivated upon payment of a fee of twenty (20) dollars and compliance with Section 5(6) of this administrative regulation.
- (4) Duplicate license fee. A verified lost or destroyed license shall be replaced upon payment of a ten (10) dollar fee.
- (5) Change of information fee. The fee for the change of information required by Section 1(3) of this administrative regulation shall be fifteen (15) dollars. If a change of information request is simultaneous with license renewal, this fee shall not be applicable.

Section 8. Revocation or Suspension of Licenses. A license issued pursuant to this administrative regulation may be suspended or revoked by the board for any of the reasons stated in KRS 198B.672.

Section 9. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) Form HVAC 1, Master HVAC Contractor License Application, January 2010; and
 - (b) Form HVAC 6, Master HVAC Contractor License Examination Application, January 2010.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Housing, Buildings and Construction, HVAC Division, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405, Monday through Friday, 8 a.m. to 4:30 p.m. (21 Ky.R. 1610; eff. 2-10-1995; Am. 22 Ky.R. 792; 1085; eff. 12-7-1995; 2335; 23 Ky.R. 436; eff. 9-11-1996; 24 Ky.R. 950; eff. 12-15-1997; 26 Ky.R. 1705; eff.

5-22-2000; 27 Ky.R. 3368; eff. 8-15-2001; 31 Ky.R. 1902; 32 Ky.R. 79; eff. 7-27-2005; 36 Ky.R. 1347; 1927; eff. 3-5-2010.)

815 KAR 8:020. Journeyman heating, ventilation, and air conditioning (HVAC) mechanic licensing requirements.

RELATES TO: KRS 198B.650, 198B.654, 198B.656, 198B.658, 198B.660, 198B.662, 198B.664, 198B.672, 198B.676, EO 2009-535

STATUTORY AUTHORITY: KRS 198B.654(1) 198B.658, 198B.660(1), (2), 198B.664(1), (3), 198B.676(1), 198B.684, EO 2009-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654(1) requires the Board of Heating, Ventilation and Air Conditioning Contractors to promulgate administrative regulations necessary to enforce the provisions of KRS 198B.650 to 198B.689. KRS 198B.658 requires the board to establish qualifications for licensure and certification. KRS 198B.660(1) and (2) requires the board to establish examination requirements. KRS 198B.664(1) and (3) require the board to establish requirements for license renewal and inactive licenses. KRS 198B.684 authorizes the board to promulgate an administrative regulation with standards for continuing education for licensees and certificate holders. EO 2009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings and Construction as the Department of Housing, Buildings and Construction, and established the commissioner, rather than executive director, as the head of the department. KRS 198B.676(1) requires the board to establish fees by administrative regulation. This administrative regulation establishes the licensure requirements for journeyman HVAC mechanics.

Section 1. General Requirements.

(1) Continuing education.

(a) Each journeyman licensee shall complete eight (8) hours of continuing education prior to renewal of the license.

(b) The continuing education shall be conducted in accordance with 815 KAR 8:050.

(2) Supervision. The journeyman shall be physically on site; shall personally observe and be responsible for each apprentice assigned to the journeyman in carrying out the installation, alteration, and repair of HVAC systems; and shall otherwise operate under the general direction of the master.

Section 2. Initial Application Requirements.

(1) Filing the application. An applicant seeking a journeyman HVAC mechanic license shall submit to the board:

(a) A completed Journeyman Mechanic HVAC License Application on Form HVAC 2;

(b) An initial license application fee of fifty (50) dollars for a twelve (12) month license. The initial license fee may be prorated for not less than seven (7) months or more than eighteen (18) months and shall expire on the final day of the applicant's birth month;

(c) Proof of satisfactory completion of the examination required by Section 3 of this administrative regulation;

(d) Proof of the applicant's experience as required by KRS 198B.658(2)(b) and Section 4 of this administrative regulation; and

(e) A recent passport-sized color photograph of the applicant.

(2) Termination of application.

(a) The initial application shall remain pending until all requirements are met up to a period of one (1) year after the date the application is submitted.

(b) At the end of one (1) year, the application shall be void.

Section 3. Examination Requirements. An applicant shall take and pass the examination administered in compliance with this section.

- (1) A completed Journeyman HVAC Mechanic License Examination Application on Form HVAC 7 shall be submitted to the division;
- (2) The examination shall test the applicant's basic knowledge of codes, standards, and current technological and industry recommended practices with respect to the proper installation, maintenance, repair, remodeling, or alteration of HVAC systems.
- (3) Reasonable accommodations shall be made if necessary to provide accessibility to disabled applicants, upon request.
- (4) Except as provided by subsection (8) of this section, an applicant shall successfully complete with a passing score of at least seventy (70) percent the examination known as the "Kentucky Journeyman HVAC Mechanic Examination", which is developed, administered, and scored by the board or its designee.
- (5) (a) A request to sit for the examination shall be made directly to the testing facilities approved by the board.
(b) A list of facilities and contact information shall be provided to applicants following receipt of the examination application.
- (6) The cost shall not exceed \$100 for the Kentucky Journeyman HVAC Mechanic Examination.
- (7) A passing score on the examination shall be valid for a period of two (2) years.
- (8) Upon application by a testing agency, a national code group, or by an applicant for licensure, the department shall recognize another examination as equivalent to the examinations administered by the board if the person or group submitting the examination demonstrates that the examinations cover the same material and require the same level of knowledge as the board's examinations.

Section 4. Experience Requirements. An applicant for licensure shall meet the experience requirements of this section.

- (1) Minimum experience. An applicant shall have the experience required by KRS 198B.658(2)(b).
- (2) Records of experience.
 - (a) Proof of listed experience shall be provided by W-2s or an affidavit from a master HVAC contractor or the equivalent.
 - (b) Additional proof of experience may be requested by the board, prior to or after licensing, if the board has reason to believe that the experience shown is insufficient or nonexistent.
- (3) A minimum of 3,000 work hours shall be completed as part of the two (2) years experience requirement of subsection (1) of this section.

Section 5. Renewal Requirements and Procedures.

- (1) Filing for renewal. A journeyman HVAC mechanic shall submit to the department:
 - (a) A completed renewal application card;
 - (b) A renewal fee of fifty (50) dollars made payable to the Kentucky State Treasurer;
 - (c) Proof of annual continuing education attendance in accordance with Section 1 of this administrative regulation; and
 - (d) Completed continuing provider evaluation forms for each continuing education class attended.
- (2) A renewal fee of fifty (50) dollars shall be paid prior to renewal.
 - (a) The department shall send renewal cards to each licensee to be returned no later than the last day of the licensee's birth month.
 - (b) Licenses shall be renewed each year.
- (3) A journeyman HVAC license renewal filed late, but no more than ninety (90) days after the last day of the licensee's birth month, shall be accepted, but a restoration fee, in accordance with Section 6(1) of this administrative regulation, shall be added to the renewal fee.
- (4) Failure to renew ninety-one (91) days after the last day of the licensee's birth month shall void the license, and the applicant shall comply with all requirements for a new license pursuant to Section 2 of this administrative regulation.
- (5) A request for renewal of a licensed journeyman HVAC mechanic shall be denied if the applicant fails to:
 - (a) Pay the fees required for renewal and restoration, if applicable; or

- (b) Comply with the continuing education requirements.
- (6) A licensee who has not previously provided a passport-sized, color photograph shall provide one (1) with the licensee's next application for renewal.
- (7) Continuing education requirements shall not be required for renewal provided the initial license was issued within twelve (12) months of renewal.

Section 6. Special Services and Fees. In addition to the initial license application fee, examination fee, and renewal fee, the following special fees shall be applied:

- (1) Restoration fee. The fee for renewal of expired licenses, pursuant to Section 5(2) of this administrative regulation, shall be twenty-five (25) dollars.
- (2) Duplicate license fee. Verified lost or destroyed licenses shall be replaced upon payment of a ten (10) dollar fee.

Section 7. Revocation or Suspension of License. A license issued pursuant to this administrative regulation may be suspended or revoked by the board for any of the reasons stated in KRS 198B.672.

Section 8. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) Form HVAC 2, Journeyman Mechanic HVAC License Application, January 2010; and
 - (b) Form HVAC 7, Journeyman HVAC Mechanic License Examination Application, January 2010.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Housing, Buildings and Construction, HVAC Division, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405, Monday through Friday, 8 a.m. to 4:30 p.m. (21 Ky.R. 1612; eff. 2-10-1995; Am. 22 Ky.R. 794; eff. 12-7-1995; 2337; 23 Ky.R. 438; 1396; eff. 9-11-1996; 24 Ky.R. 952; eff. 12-15-1997; 26 Ky.R. 1707; eff. 5-22-2000; 27 Ky.R. 3370; eff. 8-15-2001; 31 Ky.R. 1904; 32 Ky.R. 80; eff. 7-27-2005; 36 Ky.R. 1350; 1928; eff. 3-5-2010.)

815 KAR 8:030. Apprentice heating, ventilation, and air conditioning (HVAC) mechanic registration and certification requirements.

RELATES TO: KRS 198B.650, 198B.656, 198B.658, 198B.662, 198B.664

STATUTORY AUTHORITY: KRS 198B.654(1), 198B.658(3)(a)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654(1) requires the Board of Heating, Ventilation and Air Conditioning Contractors to promulgate administrative regulations requiring persons engaged in the business of heating, ventilation and air conditioning (HVAC) contracting to be registered. This administrative regulation establishes the requirements for registration and certification of apprentices.

Section 1. Registration of Apprentices.

- (1) Except for those HVAC apprentices registered with the Division of Employment Standards, Department of Labor, all apprentices, as defined by KRS 198B.650, shall be registered with the board and comply with this administrative regulation.
- (2) Each individual registered with the board shall be issued an HVAC certificate of apprenticeship pursuant to KRS 198B.658(3) and this administrative regulation.
- (3) The HVAC Apprentice Registration form shall be updated biennially by the apprentice and submitted to the board:
 - (a) To indicate changes of address or employer; and
 - (b) To record work hours under the supervision of a master contractor.
- (4) The certificate of registration shall authorize an individual to work in the HVAC trade under the direct supervision of at least one (1) journeyman HVAC mechanic as well as the general supervision of a master contractor.

(5) The application of registration shall include the license number and signature of the supervising master contractor.

Section 2. Initial Application for Apprentice Certificate of Registration.

(1) Registration shall be accomplished by:

- (a) Completing and filing the HVAC Apprentice Registration Form HVAC 3 with the board; and
- (b) Submitting a passport-sized color photograph.

Section 3. Certificate Renewal Requirements.

(1) Each apprentice shall renew the registration biennially by completing and filing the HVAC Apprentice Registration Form HVAC 3 no later than the last day of the certificate holder's birth month.

(2) Failure to be registered with the board shall disqualify an apprentice from work until the apprentice renews the registration.

Section 4. Minimum Number of Hours of Experience.

(1) The minimum number of work hours to be completed by an apprentice as part of the required two (2) years of experience to apply for an HVAC journeyman mechanic license pursuant to 815 KAR 8:020 and shall be 3,000 work hours.

(2) The apprentice shall retain personal records of employment hours which substantiate the experience necessary to apply for a journeyman HVAC mechanic license.

Section 5. Incorporation by Reference.

(1) Form HVAC 3, HVAC Apprentice Registration, March, 2005, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Office of Housing, Buildings and Construction, HVAC Division, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405, Monday through Friday, 8 a.m. to 4:30 p.m. (21 Ky.R. 1614; eff. 2-10-95; Am. 22 Ky.R. 2118; eff. 7-5-96; 31 Ky.R. 1747; 1978; eff. 7-1-2005.)

815 KAR 8:045. Limited licenses for journeyman HVAC mechanics.

RELATES TO: KRS 198B.650, 198B.654, 198B.656, 198B.658, 198B.660, 198B.662, 198B.664, 198B.676, 198B.684

STATUTORY AUTHORITY: KRS 198B.654(1), 198B.658, 198B.660(1), (2), 198B.664(3), 198B.676(1), 198B.684

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654(1) requires the Board of Heating, Ventilation and Air Conditioning (HVAC) Contractors to promulgate administrative regulations to administer, coordinate and enforce KRS 198B.650 to 198B.689. This administrative regulation is a supplement to 815 KAR 8:020, and establishes the requirements for an applicant who seeks to become licensed to perform limited functions pursuant to the journeyman HVAC licensing law. This administrative regulation is necessary to treat qualified persons similarly by allowing applicants to be licensed according to their qualifications, and in order to meet the intention of KRS Chapter 13A as it relates to tiering of administrative regulations.

Section 1. Application for Limited Licenses. Applicants seeking to be licensed as a journeyman mechanic under 815 KAR 8:020, but who choose to use their experience and career goals to function in a limited capacity, shall be granted a limited license upon proof of experience and examination, as follows:

(1) Limited journeyman HVAC duct mechanic - An applicant seeking a limited journeyman HVAC duct mechanic license shall submit to the board:

- (a) A completed limited journeyman HVAC duct mechanic license on Form HVAC 4;
- (b) A nonrefundable initial license application fee of fifty (50) dollars;
- (c) Proof of satisfactory completion of the "Kentucky Limited Journeyman HVAC Duct Mechanics

Examination" developed and administered by the International Code Council;

(d) A passport-sized color photograph of the applicant; and

(e) Proof of the applicant's experience as required by KRS 198B.658(2)(b) and by 815 KAR 8:020, Section 5.

(2) Limited journeyman HVAC installer mechanic – An applicant seeking a limited journeyman HVAC installer mechanic license shall submit to the board:

(a) A completed limited journeyman HVAC installer mechanic license on Form HVAC 5;

(b) A nonrefundable initial license application fee of fifty (50) dollars;

(c) Proof of satisfactory completion of the "Kentucky Limited Journeyman HVAC Installer Examination" developed and administered by the International Code Council;

(d) A passport-sized color photograph of the applicant; and

(e) Proof of the applicant's experience as required by KRS 198B.658(2)(b) and by 815 KAR 8:020, Section 5.

(3) Termination of application. The initial application shall remain pending until all requirements are met up to a period of one (1) year after the date the application is submitted. At the end of one (1) year, the application shall be void.

(4) Upon application by a testing agency, a national code group or by an applicant for certification, the office may recognize another examination as equivalent to the examinations administered by the International Code Council. The person or group submitting the examination shall demonstrate that the examinations cover the same material and require the same level of knowledge as the International Code Council examinations.

Section 2. Limited Licenses and Responsibilities.

(1) A person licensed under the alternative limited licensing provisions of this administrative regulation may work independently within the range of the limited license authorization while under the general supervision of a master HVAC contractor.

(2) A person holding a limited license shall not hold himself out as complying with all the journeyman HVAC mechanic experience and examination requirements of 815 KAR 8:020.

(3) A limited license shall not replace the requirement that each master HVAC contractor shall have in his employ at least one (1) journeyman HVAC mechanic whose license is not limited.

Section 3. Renewal Requirements and Procedures. Licenses issued pursuant to this administrative regulation shall be renewed in accordance with the renewal requirements established in 815 KAR 8:020, Section 6.

Section 4. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Form HVAC 4, Limited Journeyman HVAC Installer License Application," February 15, 2005; and

(b) "Form HVAC 5, Limited Journeyman HVAC Duct Mechanic License Application," February 15, 2005.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Office of Housing, Buildings and Construction, Division of Heating, Ventilation and Air Conditioning, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405, Monday through Friday, 8 a.m. to 4:30 p.m. (24 Ky.R. 2483; eff. 7-13-98; Am. 31 Ky.R. 1906; 32 Ky.R. 82; eff. 7-27-05.)

815 KAR 8:050. Continuing education requirements for heating, ventilation, and air conditioning (HVAC) license holders.

RELATES TO: KRS 198B.658, 198B.660, 198B.664, 198B.672, EO 2009-535

STATUTORITY AUTHORITY: KRS 198B.654(1), 198B.684, EO 2009-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654(1), authorizes the Kentucky Board of Heating, Ventilation, and Air Conditioning to promulgate administrative regulations necessary to enforce the provisions of KRS 198B.650 to 198B.689. KRS 198B.684 authorizes the Kentucky Board of Heating,

Ventilation, and Air Conditioning Contractors to promulgate an administrative regulation with standards for continuing education for licensee and certificate holders. EO 2009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings and Construction as the Department of Housing, Buildings and Construction, and established the commissioner, rather than executive director, as the head of the department. This administrative regulation establishes continuing education requirements for HVAC license holders.

Section 1. Master HVAC Contractor Licensees.

- (1) Each Master HVAC Contractor shall provide proof of completion of at least eight (8) hours of approved continuing education prior to license renewal.
- (2) The required continuing education shall be completed by licensee within the twelve (12) months preceding renewal.
- (3) Continuing education courses shall relate to one (1) or more of the following:
 - (a) Business;
 - (b) Job safety;
 - (c) Codes relating to HVAC; and
 - (d) Board- or board designee-approved subjects directly relating to the HVAC.

Section 2. Journeyman HVAC Licensees.

- (1) Each journeyman shall provide proof of completion of at least eight (8) hours of approved continuing education prior to license renewal.
- (2) The required continuing education shall be completed by licensee within the twelve (12) months preceding renewal.
- (3) Continuing education courses shall relate to one (1) or more of the following:
 - (a) Business;
 - (b) Job safety;
 - (c) Codes relating to HVAC; and
 - (d) Board- or board designee-approved subjects directly relating to the HVAC trade.
- (4) A maximum of four (4) hours of continuing education relating to job safety shall be allowed towards annual journeyman license renewal.

Section 3. Combined Master and Journeyman Licensees. An individual who is a holder of both a master and a journeyman license shall meet the continuing education requirements of Section 1 of this administrative regulation.

Section 4. Inactive Master HVAC Contractor Licensees.

- (1) An inactive HVAC Contractor shall not be required to complete continuing education to maintain inactive status.
- (2) If an inactive HVAC Contractor wishes to activate his or her license to the status of an active HVAC Contractor, he or she shall complete four (4) hours of current safety standards continuing education and four (4) hours of current mechanical code continuing education.
- (3) Proof of completion of continuing education requirements shall be submitted to the department prior to license reactivation.

Section 5. Continuing Education Courses.

- (1) All continuing education required for master and journeyman license holders shall be completed in courses approved by the Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors or its designee pursuant to 815 KAR 8:060.
- (2) Continuing education courses shall be offered only by providers approved by the Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors or its designee pursuant to 815 KAR 8:060.
- (3) Continuing Education Courses shall be a minimum of two (2) hours. One (1) hour of class shall be equivalent to fifty (50) minutes of classroom instruction.

(4) Continuing education courses offered by a provider not approved in accordance with 815 KAR 8:060 shall be approved by the board or its designee if the following are met:

- (a) Approval is requested by the individual license holder thirty (30) days in advance of course date;
- (b) A detailed syllabus of the course is provided with the request; and
- (c) The course is determined by the board or its designee to be beneficial to the licensee in the HVAC trade.

(5) The board or its designee shall approve a request if the information has been submitted in accordance with subsection (4) of this section of this administrative regulation. The license holder shall provide an affidavit from the instructor verifying the hours of attendance. (36 Ky.R. 1400; Am. 1930; eff. 3-5-2010.)

815 KAR 8:060. Requirements for approval of continuing education courses and providers.

RELATES TO: KRS 198B.684, 198B.658, 198B.660, 198B.664, 198B.672, EO 2009-535

STATUTORY AUTHORITY: KRS 198B.654(1), 198B.684, EO 2009-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654(1) requires the Kentucky Board of Heating, Ventilation, and Air Conditioning Contractors to promulgate administrative regulations necessary to enforce the provisions of KRS 198B.650 to 198B.689. KRS 198B.684 authorizes the board to promulgate an administrative regulation to establish requirements for approval of continuing education courses and providers. EO 2009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings, and Construction as the Department of Housing, Buildings, and Construction, and established the commissioner, rather than executive director, as the head of the department. This administrative regulation establishes the requirements for approval of continuing education courses and providers.

Section 1. Requirements for Continuing Educational Provider Approval.

(1) Continuing Education Providers shall either be a:

- (a) Trade Association with affiliation to the HVAC Trade;
- (b) Trade school;
- (c) College;
- (d) Technical school;
- (e) Business dedicated solely to providing continuing education and that provides at least one (1) course in each of the congressional districts quarterly;
- (f) HVAC Company that employs full-time training personnel to conduct continuing education programs providing continuing education for journeymen only; or
- (g) HVAC manufacturer or distributor that employs a full time training personnel to conduct continuing education programs providing continuing education for journeymen only.

(2) (a) Each continuing education course provider shall register with the department as required by subsection (3) of this section before submitting course materials for department approval.

(b) Registration shall be valid for two (2) years from the date of issuance.

(3) Course providers shall register on Form HVAC 8, Application for Approval as a Continuing Education Course Provider for HVAC Licensure, provided by the department and shall include the following:

- (a) Company name;
- (b) Contact person;
- (c) Mailing address;
- (d) Email address;
- (e) Telephone number; and
- (f) Fax number.

(4) The department shall maintain a list of approved continuing education course providers.

(5) Each course provider shall report to the department any change to the information submitted in the initial application within thirty (30) days after the change takes effect.

(6) For each course approved, the provider shall distribute a questionnaire in the format provided by the department to each applicant in attendance for the purpose of rating the course.

Section 2. Continuing Education Course Approval.

- (1) A separate application for approval shall be submitted to the department on Form HVAC 9, Application for Continuing Education Course for HVAC Licensure, for each course offered by the course provider.
- (2) (a) An Application for Approval as a Continuing Education Course Provider for HVAC Licensure shall be submitted only by an approved provider registered with the department.
(b) Applications shall be submitted at least sixty (60) days prior to the course's offering.
- (3) A continuing education course shall provide instruction in at least one (1) of the subject areas specified in 815 KAR 8:050, Section 1(3)(a) through (d) and Section 2(3)(a) through (d).
- (4) The course application shall include the following:
 - (a) Name of the course;
 - (b) Name and registration number of the provider;
 - (c) A course syllabus;
 - (d) Name of the instructor or presenter along with his or her qualifications;
 - (e) The amount of actual time needed to present the course;
 - (f) The objectives of the course; and
 - (g) A statement of the practicality of the course to the HVAC trade.
- (5) Content changes made to the course shall require a subsequent submission to the department for review and approval.
- (6) Course approval shall be valid for two (2) years from the date of department approval.
- (7) (a) The department shall issue a course number for each approved course.
(b) The course number and the provider's number shall appear on all advertisements and certificates for the course.
- (8) A provider shall submit to the department a quarterly schedule including dates and locations of courses by January 1, April 1, July 1, and October 1 annually.
- (9) The department shall receive notification of scheduling changes at least ten (10) working days prior to the originally scheduled course date by fax or e-mail to the Director of the Division of HVAC. (10) Cancellations.
 - (a) The provider shall give notice of cancellation no less than five (5) working days prior to scheduled classes unless the governor declares a state of emergency or other conditions exist that would preclude a five (5) day notification of cancellation.
 - (b) If a scheduled class is cancelled, the registrant has the option to attend rescheduled class or receive a full refund for the cancelled class from the provider.
 - (c) A registrant who notifies a provider of registration cancellation prior to five (5) working days of a scheduled course may choose either a full refund or to attend a subsequent course.
 - (d) Providers shall not cancel a course with ten (10) or more registrants, unless it is the result of an emergency.

Section 3. Continuing Education Course Records.

- (1) Each registered course provider shall establish and maintain for three (3) years the following records for each approved course:
 - (a) Certificates of completion as provided in subsection (2) of this section;
 - (b) An attendance sign-in and sign-out sheet; and
 - (c) A course syllabus.
- (2) Certificates of completion.
 - (a) Each registered course provider shall issue a certificate of completion for each participant who enrolled and completed an approved continuing education course.
 - (b) A certificate of completion shall contain the following information about the individual participant:
 1. Name;
 2. Address;
 3. License number;
 4. Date of attendance; and
 5. Course completed.
 - (c) One (1) copy of the certificate of completion shall be:

1. Sent to the department electronically;
2. Retained on file by the provider in compliance with subsection (1) of this section of this section; and
3. Given to the participant upon completion of the course.

Section 4. Course Audits.

- (1) Records requested in writing by the department shall be delivered to the department within ten (10) days of the requesting date.
- (2) Representatives of the department may attend an approved continuing education course to ensure that the course meets the stated objectives and that applicable requirements are being met.

Section 5. Disciplinary Action. Provider approval shall be revoked if the department determines that the provider:

- (1) Obtains, or attempts to obtain, registration or course approval through fraud, false statements, or misrepresentation;
- (2) Does not provide complete and accurate information in either the initial registration or in notification of changes to the information;
- (3) Advertises a course as being approved by the department prior to receiving approval; or
- (4) Fails to comply with the requirements of this administrative regulation.

Section 6. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) Form HVAC 8, Application for Approval as a Continuing Education Course Provider for HVAC Licensure, January 2010; and
 - (b) Form HVAC 9, Application for Continuing Education Course for HVAC Licensure, January 2010.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Housing, Buildings and Construction, HVAC Division, 101 Sea hero Road, Suite 100, Frankfort, Kentucky 40601-5405, Monday through Friday, 8 a.m. to 4:30 p.m. (36 Ky.R. 1400; Am. 1931; eff. 3-5-2010.)

815 KAR 8:070. Installation permits.

RELATES TO: KRS 198B.654, 198B.6673 198B.6678, EO 2009-535

STATUTORY AUTHORITY: KRS 198B.654, 198B.6671, 198B.6672, 198B.6673, 198B.6674, 198B.6675, 198B.6676, 198B.6677, 198B.6678, EO 2009-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654 requires the Board of Heating, Ventilation and Air Conditioning Contractors to promulgate administrative regulations for the enforcement, administration and coordination of KRS 198B.650 through 198B.689. KRS 198B.6673 requires the board to establish a reasonable schedule of fees and charges to be paid for HVAC installation permits and inspections. EO 2009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings and Construction as the Department of Housing, Buildings, and Construction, and established the commissioner, rather than executive director, as the head of the department. This administrative regulation establishes the fees and charges for HVAC installation permits in Kentucky.

Section 1. Issuance of Permits.

- (1) Permits to construct, install, or alter a heating, ventilation, or air conditioning system shall only be issued to a licensed master heating, ventilation, and air conditioning contractor except as provided by subsection (3) of this section.
- (2) A journeyman shall not construct, install, or alter a heating, ventilation, or air conditioning system unless the work is performed under the supervision of a licensed master HVAC contractor.
- (3) A permit to construct, install, or alter a heating, ventilation, or air conditioning system shall be issued to a homeowner who installs a heating, ventilation, or air conditioning system in the homeowner's legal residence or in a home constructed by a homeowner for personal residential use, if all the following requirements are met:

- (a) Application shall be made on the HVAC Construction Permit application: One & Two Family Dwellings, for the permit prior to the initiation of the HVAC work;
- (b) The homeowner shall file with the application:
 - 1. An affidavit stating that the homeowner shall abide by the terms of this administrative regulation;
 - 2. Proof of adequate sizing of heating, ventilation, or air conditioning system to be installed; and
 - 3. A complete design plan of all related duct and piping of system;
- (c) All work shall be performed in compliance with the Kentucky Residential Code and the Kentucky Building Code.
- (d) All the work shall be personally performed by the owner.
- (4) Only one (1) homeowner permit for construction of a new home shall be issued to an individual within a five (5) year period.

Section 2. Permit Required.

- (1) An application shall be made for a permit prior to installation on one (1) of the following forms:
 - (a) HVAC Construction Permit Application: Commercial Buildings;
 - (b) HVAC Construction Permit Application: Multi-family Dwellings; or
 - (c) HVAC Construction Permit Application: One & Two Family Dwellings.
- (2) An HVAC installation permit shall be required for the initial heating, ventilation, or air conditioning system:
 - (a) For all new construction installations of heating, ventilation, or air conditioning systems;
 - (b) For construction additions in which an additional heating, ventilation, or air conditioning system is installed;
 - (c) For all existing buildings in which the first heating, ventilation, or air conditioning system is being installed; and
 - (d) For projects in which a contractor assumes responsibility to:
 - 1. Make corrections;
 - 2. Test an installation performed by another contractor; or
 - 3. Install a system for which another master contractor has obtained a permit

Section 3. A permit shall be issued and inspections performed upon request for the replacement of the following:

- (1) Furnaces;
- (2) Condensing units;
- (3) Heat pumps;
- (4) Fan coil units;
- (5) Chiller systems; or
- (6) Heating boiler systems not covered by KRS Chapter 236.

Section 4. HVAC Installation Permit Fees.

- (1) One- and Two-Family Dwelling Installations. The fee for each heating, ventilation, or air conditioning system installation permit for one- and two- family dwellings shall be seventy-five (75) dollars for the first system plus fifty (50) dollars for each additional system.
- (2) Multi-Family Dwelling Installations. The fee for each heating, ventilation, or air conditioning system installation permit for multi-family dwellings other than duplexes, shall be seventy-five (75) dollars for the first system plus twenty-five (25) dollars for each additional system.
- (3) Commercial installations.
 - (a) The fee for each heating, ventilation, or air conditioning system installation permit other than one (1)-, two (2)-, and multi-family dwellings shall be based upon the total dollar value of each HVAC installation, either actual or estimated.
 - (b)1. It shall be the obligation of the installing contractor to supply the complete value, including labor and material costs regardless of the purchaser.
 - 2. Except as provided in subparagraph 3b of this paragraph, an exact figure does not need to be quoted or divulged to the HVAC inspector or department.

3. The permit application shall include an affirmative, signed statement that the true value lies within certain limits, as listed in the left column of the table in this subparagraph.

a. The fees for heating, ventilation, or air conditioning system installation are listed in the right column of the table.

b. The department may request documented proof of costs from the permit applicant if the true value is in question.

Amount in dollars	Permit fee
\$2,000 or less	\$75
\$2,001 to \$10,000	\$150
\$10,001 to \$25,000	\$225
\$25,001 to \$50,000	\$275
\$50,001 to \$75,000	\$325
\$75,001 to \$100,000	\$435
\$100,001 to \$150,000	\$550
\$150,001 to \$200,000	\$660
\$200,001 to \$250,000	\$770
\$250,001 to \$300,000	\$890
\$300,001 to \$400,000	\$1,000
\$400,001 to \$500,000	\$1,350
\$500,001 to \$600,000	\$1,500
\$600,001 to \$700,000	\$1,650
\$700,001 to \$800,000	\$1,850
\$800,001 to \$900,000	\$2,050
\$900,001 to \$1,000,000	\$2,250
\$1,000,001 to \$1,100,000	\$2,450
\$1,100,001 to \$1,200,000	\$2,650
\$1,200,001 to \$1,300,000	\$2,850
\$1,300,001 to \$1,400,000	\$3,050
\$1,400,001 to \$1,500,000	\$3,250
\$1,500,001 and above	\$3,450

(4) Correction and Testing Permits. The permit fee shall be the base fee of seventy-five (75) dollars if the application for permit does not include any new installation, but is to make corrections or provide testing for an installation made by someone else.

Section 5. Inspection Fees.

(1) Each heating, ventilation, or air conditioning system permit shall include three (3) heating, ventilation, or air conditioning system inspections at no additional cost.

(2) (a) All heating, ventilation, or air conditioning system inspections in excess of the three (3) provided with purchase of permit shall be performed at the rate of fifty (50) dollars per inspection.

(b) Payment shall be received by the inspecting authority prior to the final inspection approval being granted.

Section 6. Expiration of Permits.

(1) All heating, ventilation, or air conditioning system installation permits issued under this administrative regulation shall expire six (6) months after the date of issuance unless the permitted work has begun.

(2) If construction begins within six (6) months of permit issuance:

(a) The permit shall be effective until completion of the planned heating, ventilation, or air conditioning

system inspection; or

(b) If the work ceases on a permitted project for a period exceeding twelve (12) months, the permit shall be void.

Section 7. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "HVAC Construction Permit Application: Commercial Buildings", April 2010;

(b) "HVAC Construction Permit Application: Multi-family Dwellings", April 2010; and

(c) "HVAC Construction Permit Application: One & Two Family Dwellings", April 2010.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Department of Housing, Buildings, and Construction, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405, Monday through Friday, 8:30 a.m. to 4:30 p.m. (36 Ky.R. 2004; Am. 2194; eff. 6-4-2010.)

815 KAR 8:080. Inspections and tests.

RELATES TO: KRS 198B.6671, 198B.6672, 198B.6673, 198B.6674, 198B.6675, 198B.6676. 198B.6677, 198B.6678, EO 2009-535

STATUTORY AUTHORITY: KRS 198B.654, EO 2009-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654 authorizes the Board of Heating, Ventilation and Air Conditioning contractors to promulgate administrative regulations to enforce KRS 198B.650-689. EO 2009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings and Construction as the Department of Housing, Buildings, and Construction, and established the commissioner, rather than executive director, as the head of the department. This administrative regulation establishes the requirements for the tests and inspections that are necessary to ensure compliance with the Uniform State Building Codes.

Section 1. Inspections. The department or authorized local HVAC permitting and inspection program shall inspect the following initial installations to ensure compliance with the Uniform State Building Code and the Uniform State Residential Code:

(1) (a) Air conditioning or cooling system;

(b) Heating system; and

(c) Ventilation system; and.

(2) In buildings condemned by local jurisdictions, alterations of an HVAC system, which shall be considered an initial HVAC system installation.

Section 2. Major Repairs. The department or authorized local HVAC permitting and inspection program may inspect major repairs, if requested and permitted. This shall not pertain to inspections that arise from violations or complaints.

Section 3. Access. All access, equipment, and material necessary for inspections and tests shall be furnished by the persons obtaining the HVAC installation permit.

Section 4. Residential Inspections.

(1) It shall be the responsibility of the person who obtained the HVAC installation permit to notify the department or authorized local HVAC permitting and inspection program and request all inspections.

(2) Prior to, or at the time of the first inspection, sizing calculations shall be provided to the department or authorized local HVAC permitting and inspection program or inspector.

(3) The inspector shall verify the:

(a) Date of calculation;

(b) Orientation of structure;

(c) Design conditions;

(d) Heat gain;

(e) Heat loss;

- (f) Square footage; and
- (g) Additional documentation may be required at the time of the inspection.
- (4) (a) If any portion of the HVAC system is below ground, the underground portion of the system shall be inspected and approved prior to covering.
- (b) If conditions require partial coverage of the permitted system, permission shall be requested of and received from the inspector prior to coverage.
- (c) Covering an installation without approval or permission shall result in the uncovering of the system for inspection, unless unnecessary or if uncovering the system is likely to result in more damage.
- (5) (a) Rough-in inspections shall be conducted on all work prior to covering or concealment.
- (b) If conditions require partial coverage of the permitted system, permission shall be requested of and received from the inspector prior to coverage.
- (c) Covering an installation without approval or permission shall result in the uncovering of the system for inspection, unless unnecessary or if uncovering the system is likely to result in more damage.
- (6) A final inspection shall be conducted after all equipment has been set, in working order, and prior to occupancy.

Section 5. Commercial Inspections.

- (1) It shall be the responsibility of the person who obtained the HVAC installation permit to notify the department or authorized local HVAC permitting and inspection program and request all inspections.
- (2) Approved plans shall be made available to an inspector on site during an inspection.
- (3) (a) If any portion of the HVAC system is below ground, the underground portion of the system shall be inspected and approved prior to covering.
- (b) If conditions require partial coverage of the permitted system, permission shall be requested of and received from the inspector prior to coverage.
- (c) Covering an installation without approval or permission shall result in the uncovering of the system for inspection, unless unnecessary or if uncovering the system is likely to result in more damage.
- (4) (a) Rough-in inspections shall be conducted on all work prior to covering, concealment, or setting equipment.
- (b) If conditions require partial coverage of the permitted system, permission shall be requested of, and received from the inspector prior to coverage.
- (c) Covering an installation without approval or permission shall result in the uncovering of the system for inspection, unless unnecessary or if uncovering the system is likely to result in more damage.
- (5) A final inspection shall be conducted after all equipment has been set, in working order, and prior to occupancy.
- (6) A partial or temporary final inspection may be conducted if:
 - (a) The HVAC system's service area of the building is completed; and
 - (b) The temporary or partial final inspection will not prevent the remaining portion of the system from being inspected.

Section 6. Extent of Inspections.

- (1) Inspections shall include the following:
 - (a) Heating systems;
 - (b) Cooling systems;
 - (c) Residential exhaust and ventilation systems;
 - (d) Commercial exhaust and ventilation systems; and
 - (e) Dryer venting.
- (2) An inspection shall not consist of gas piping on the supply side of equipment shut offs.

Section 7. Certificate of Approval. Upon the satisfactory completion of final inspection of the HVAC system, a certificate of approval shall be issued by the department or authorized local HVAC permitting and inspection program. (36 Ky.R. 2006; Am. 2048-A; 2195; eff. 6-4-2010.)

815 KAR 8:090. Fees and refunds.

RELATES TO: KRS 198B.656, 198B.658, 198B.660, 198B.664, 198B.6671, EO 09-535

STATUTORY AUTHORITY: KRS 198B.656, 198B.660(1)(b), (2), 198B.662, 198B.664, 198B.6671, EO 09-535

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.656, 198B.660, 198B.662, 198B.664, and 198B.6671 authorize the Board of Heating, Ventilation and Air Conditioning Contractors to establish license and permit fees. EO 1009-535, effective June 12, 2009, reorganized the Office of Housing, Buildings and Construction as the Department of Housing, Buildings, and Construction, and established the commissioner, rather than the executive director, as the head of the department. This administrative regulation establishes procedures pertaining to fee payments and refunds.

Section 1. A fee submitted to the Division of HVAC shall be made payable to the Kentucky State Treasurer.

Section 2. Returned payment

(1) If a fee is returned to the Division of HVAC for nonpayment or insufficient funds, the payor shall pay thirty-five (35) dollars, unless proof of financial institution error is provided.

(2) If a company or individual submits a check returned to the division for insufficient funds, the payor shall not, for a period of at least six (6) months, make a payment to the Division of HVAC by personal check.

Section 3. Permit refund

A refund for an installation permit shall be given if:

(1) The refund request is made within six (6) months of purchase; and

(2) Work has not begun on the project for which the permit was issued. (36 Ky.R. 2008; Am. 2196; eff. 6-4-2010.)

815 KAR 8:100. Criteria for local jurisdiction HVAC programs.

RELATES TO: KRS 174.450, 198B.650 - 198B.689

STATUTORY AUTHORITY: KRS 198B.6673

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.6673 authorizes the Board of Heating, Ventilation and Air Conditioning Contractors to regulate HVAC inspection and permitting programs upon application. This administrative regulations establishes the requirements for local HVAC inspection and permitting programs to operate a program pursuant to board adopted guidelines.

Section 1. Uniform Criteria for Authorizing HVAC Inspection and Permitting Program existing as of January 1, 2007. To petition the Kentucky Board of Heating, Ventilation and Air Conditioning Contractors, an individual governing entity or combination of entities with an existing HVAC permitting and inspection program shall comply with the requirements established in this section.

(1) A local governing entity or combination of entities shall complete Form HVAC 31, Notice of Local HVAC Inspection Program, and submit it to the Department of Housing, Buildings, and Construction, Division of HVAC together with supporting documentation required by this administrative regulation.

(2) Qualified HVAC inspector required. The local HVAC inspection program shall employ a person to perform HVAC installation inspection functions granted to the local government. To be qualified, an inspector shall be licensed or certified in accordance with the provisions of KRS 198B.650 to 198B.689 at employment and:

(a) Have at least six (6) years of experience as a Kentucky licensed HVAC journeyman mechanic; or

(b) Have at least six (6) years of experience as a Kentucky licensed master HVAC contractor; or

(c) Be a certified building inspector who has successfully passed the examinations relating to HVAC systems as approved and recognized by the department pursuant to 815 KAR Chapter 8.

(3) HVAC Plan Review. A local government's inspection program shall include plan review for commercial installations. Plan reviewers shall minimally have the same experience as those persons qualified under subsection two (2) of this administrative regulation.

(4) Personnel. A complete list of HVAC inspection program personnel, who shall be employed to enforce the HVAC code within the local program's jurisdiction, shall be submitted to the Department of Housing, Buildings, and Construction, Division of HVAC. The list of personnel shall include the name, job title, and certification or license status of each individual.

(5) Installation activity. The local HVAC program shall provide documentation of the permits issued and fees collected for the 2006 calendar year, if any, and an estimation of the anticipated activity for the current year.

(6) Schedule of fees. Each local inspection program shall adhere to the schedule of fees established in 815 KAR 8:090 for the permitting and inspection functions performed under the provisions of KRS 198B.6671, 198B.6673, and 815 KAR Chapter 8.

(7) Official contact person. The local government shall identify:

- (a) The name and title of the chief building code official;
- (b) The name of the department;
- (c) The official mailing address;
- (d) The phone number;
- (e) The fax number; and
- (f) The e-mail address, if applicable.

(8) Detailed map required. If a local government's inspection program consists of a portion of a county, a detailed map shall be submitted to the department for clarification of the areas subject to the program.

Section 2. Uniform Criteria for Authorizing a New HVAC Inspection and Permitting Program. To petition the Kentucky Board of Heating, Ventilation and Air Conditioning Contractors, an individual governing entity or combination of entities applying for approval for an HVAC inspection program shall comply with the requirements established in this section.

(1) A local governing entity or combination of entities shall complete Form HVAC 31, Notice of Local HVAC Inspection Program, and submit it to the Department of Housing, Buildings and Construction, Division of HVAC together with supporting documentation required by this administrative regulation.

(2) Qualified HVAC inspector required. The local HVAC inspection program shall employ a person to perform HVAC installation inspection functions granted to the local government. To be qualified, an inspector shall be licensed or certified in accordance with the provisions of KRS 198B.650 to 198B.689 at employment and:

- (a) Have at least six (6) years of experience as a Kentucky licensed HVAC journeyman mechanic; or
- (b) Have at least six (6) years of experience as a Kentucky licensed master HVAC contractor; or
- (c) Be a certified building inspector who has successfully passed the examinations relating to HVAC systems.

(3) HVAC Plan Review. A local government's inspection program shall include plan review for commercial installations. Plan reviewers shall minimally have the same experience as those persons qualified under subsection two (2) of this section of this administrative regulation.

(4) Personnel. A complete list of HVAC inspection program personnel, who shall be employed to enforce the HVAC code within the local program's jurisdiction, shall be submitted to the department, Division of HVAC. The list of personnel shall include the name, job title, and certification or license status of each individual.

(5) Installation activity. The local HVAC inspection program shall provide documentation an estimation of the anticipated plan review, permitting, inspection, and enforcement activities for one (1) year.

(6) Schedule of fees. Each local inspection program shall adhere to the schedule of fees established in 815 KAR 8:090 for the permitting and inspection functions performed under the provisions of KRS 198B.6671, 198B.6673, and 815 KAR Chapter 8.

(7) Official contact person. The local government shall identify:

- (a) The name and title of the chief building code official;
- (b) The name of the department;
- (c) The official mailing address;
- (d) The phone number;
- (e) The fax number; and
- (f) The e-mail address, if applicable.

(8) Detailed map required. If a local government's HVAC inspection program consists of a portion of a county, a detailed map shall be submitted to the department for clarification of the areas subject to the program.

Section 3. Contractual Agreement. Upon approval of the Notice of Local HVAC Inspection Program by the board, the department shall prepare the contract to be executed by the department and local government HVAC inspection program. The contract shall specify the jurisdictional authority of each entity to provide clarity for the public and to avoid duplication of services.

Section 4. State Jurisdiction. The department shall retain plan review, permitting, inspection, and enforcement responsibility under the Kentucky Building Code, 815 KAR Chapter 7, for all buildings that are:

- (1) Institutional buildings; and
- (2) Educational buildings or other facilities required to be licensed by the Cabinet for Health and Family Services, including day care centers, hospitals, and nursing homes, or other similar facilities.

Section 5. HVAC Complaints.

- (1) A local government's inspection program shall:
 - (a) Address all complaints occurring within the jurisdiction related to HVAC;
 - (b) Document findings; and
 - (c) Document resolutions reached, if any.
- (2) All documentation of complaints shall be maintained by the local HVAC inspection program for a period of at least three (3) years following resolution.
- (3) If no resolution is reached, the alleged violator may request a hearing on the matter pursuant to KRS Chapter 13B. Unresolved complaints shall be maintained for at least five (5) years following receipt of initial complaint.
- (4) Status summaries of all complaints shall be submitted to the Division of HVAC by the 10th of the following month.

Section 6. HVAC Violations.

- (1) A local government's HVAC inspection program shall investigate all violations that occur within the jurisdiction, issue stop work orders, or require other remedial measures upon proof of violations.
- (2) Local HVAC inspection programs shall initiate and fully cooperate with county and Commonwealth attorneys regarding court cases resulting from a violation.
- (3) A local government inspection program representative shall act as a witness for the department on violations resulting in a hearing pursuant to KRS Chapter 13B.
- (4) Violations shall be documented in writing.
- (5) All documentation of violations shall be maintained by the local HVAC inspection program for a period of at least three (3) years following resolution of the violation or closure of the violation.

Section 7. Accounting of Fees.

- (1) A local HVAC inspection program shall maintain an accurate accounting of all HVAC plan review, permitting, and inspection fees.
- (2) The fees received shall be deposited monthly in the local government's treasury or otherwise disposed of as required by law.
- (3) Monthly reports containing the number of commercial permits and number of residential permits issued, cost of each permit, the number of plans reviewed, and the number of inspections made shall be submitted to the Division of HVAC by the tenth of the following month.

Section 8. Record Retention and Audits.

- (1) A local HVAC inspection program shall maintain official records of:
 - (a) Applications received;
 - (b) Permits and certificates issued;
 - (c) Fees collected;
 - (d) Inspection reports; and

(e) Notices and orders issued.

(2) Official records shall be retained for at least the statutory period required for retention of public records pursuant to KRS 171.450.

Section 9. Procedures for Maintaining Local HVAC Inspection Program.

(1) The department shall monitor the program of local governments that have been granted a local HVAC inspection and permitting program. If the local government is found to be in violation of the requirements of this administrative regulation; the Kentucky Building Code, 815 KAR Chapter 7; any terms of their agreement; or KRS Chapter 198B, the department shall cancel the agreement, rescind the local HVAC inspection jurisdiction, and preempt the local program in its entirety, upon approval of the board.

(2) Each agreement for local HVAC inspection jurisdiction shall be in effect for three (3) years, unless canceled

(a) By agreement of the parties in writing; or

(b) Pursuant to subsection (1) of this section.

(3) The local government shall notify the department, within thirty (30) days of any changes in personnel or fees during the contract period.

(4) The department shall reevaluate the HVAC inspection program of the local government and make a recommendation to the board regarding continuation of the local inspection program and renewal of the agreement before the expiration of the three (3) year contract with the department. Upon approval by the board and the local government, the department shall renew the contractual agreement for three (3) years.

Section 10. Program Deficiencies.

(1) Deficiencies documented in a local government's HVAC inspection program shall be brought before the board for review and decision.

(2) The board shall reconsider a local government's HVAC inspection program approval if evidence of incompetence is found, the program requirements are not being met, terms of the contract with the department are violated, or KRS Chapter 198B or 815 KAR Chapter 8 are not being properly enforced.

(3) A representative of the local HVAC inspection program shall be present during review to address questions and concerns the HVAC board may have.

Section 11. Incorporation by Reference.

(1) Form HVAC 31, "Notice of Local HVAC Inspection Program", June 2010, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Housing, Buildings and Construction, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405, Monday through Friday, 8 a.m. to 4:30 p.m. (37 Ky.R. 199; Am. 730; eff. 10-1-2010.)

The following text is informational only and shall serve as an informational guide for HVAC contractors, journeymen, and apprentices working in the Heating, Ventilation, and Air Conditioning industry. This document shall NOT be used as a replacement for the **2007 Kentucky Residential Code or 2007 Kentucky Building Code**. In accordance with the 2007 Kentucky Residential Code, *final interpretation and authority with regard to this text is granted to the inspector.* (see IRC R104.1)

Furthermore, as emphasized in the 2007 Kentucky Building Code, all Heating Ventilation, and Air Conditioning work shall be conducted, installed, and completed in a *workmanlike* and acceptable manner so as to secure the results intended by the code.

HVAC CODE CHECKLISTS

Residential Package Dual-Fuel Heat Pump Checklist

Ducts

1. Verify unobstructed return duct size from return air openings to unit. *Must be a minimum of six (6) sq. in. per 1000 btu's for heat pumps.* (Per IRC M1403.1)
2. Verify that return is equipped with a filter allowing even distribution of air flow across the filter. (Per IMC 605.1.3)
3. Verify return path to central return with transfer grills, undercut doors or individual returns. (Per Manual D 1-9)
4. Verify return air is not being taken from any of the following: closet, bathroom, toilet room, kitchen, garage, mechanical room, furnace room, or other dwelling units. (Per IRC M1602.2(4))
5. Verify supply duct sizing. If design is questionable, a Manual D must be provided. (Per IRC M1601.1)
6. Verify no duct openings are located in garage. Any duct passing through a garage must be 26-gauge steel. (Per IRC R309.1.1)
7. Verify supply and return ducts are four inches (4") off the ground. (Per IRC M1601.3.6)
8. Verify all exterior ducts are protected against the elements. (Per IRC M1601.3.4(2))
9. Verify if vibration isolators are required by MII. If required, they are not to exceed ten inches (10") in length. (Per IRC 1601.2.2)
10. Verify all joints are sealed on both supply and return ducts with approved tapes or mastics. (Per IRC M1601.3.1)
11. Verify all ducts, supply, return, panning, runs and boots, are insulated to R-4 in unconditioned areas. (Per IRC N1103.2.1) *Insulation has been revised from R-8 to R-4 by the 2007 Kentucky Residential code.*
12. Verify penetration of foundations with ducts is rodent proof. (Per IRC 2404.9)
13. Verify all flex ducts are installed as per MII and are as straight as possible, strapped every four to five feet (4-5') with one and a half inch (1-1/2") wide straps and no kinks or sharp bends. (Per MII and ADC)
14. Verify all metal ducts are strapped every ten feet (10'). (Per IRC M1601.3.2)
15. Verify all fire rated assemblies penetrated with duct or boots are "fire blocked" with approved fire block material. (Per IRC R602.8(4))
16. Verify dryer ducts are limited to twenty-five feet (25') in length. One ninety (90) degree = five feet (5'). One forty-five (45) degree = two and a half feet (2 1/2'). Shall be metal with no screws which extend into the duct. (Per IRC M1502.5-2.6)
17. Verify dryer duct terminates to the outside of the building and not less than three feet (3') in any direction from any opening into the building. Duct termination must be equipped with back draft damper and shall not be screened. (Per IRC M1502.2)
18. If kitchen exhaust is used, a minimum of one hundred (100) cfm intermittent, twenty-five (25) cfm continuous. (Per IRC M1507.3)
19. Verify bathroom exhaust is fifty (50) cfm intermittent, twenty (20) cfm continuous if no operable windows. (Per IRC M1507.3)
20. Verify bathroom exhaust duct is a class 1 or class 0 type ducts and must exhaust to the outside of the building/structure. (Per IRC M1601.1.1(2), M1507.2)

Drilling and Notching

1. Wood-framed structural members shall be drilled, notched, or altered in accordance with the provisions of sections IRC R502.8, IRC R602.6, IRC R602.6.1, and IRC R802.7. Steel-Framed, load bearing members shall be permitted only in accordance with sections IRC R505.2, IRC R603.2, IRC R804.2, and IRC M1308.1.
2. Any piping through rafters, joists, or studs shall be kept one and a half inches (1.5") from any edge. (Per IRC M1308.2)

Equipment

1. Verify heating and cooling equipment and appliances are installed in accordance with the MII and the requirements of this code. (Per IRC M1401.1)
2. Verify heating and cooling equipment is sized based on building loads calculated in accordance with ACCA Manual J or other approved methods. (Per IRC M1401.3)
3. Verify manufacturer's instructions are with appliances and were followed. (Per IRC M1307.1)
4. Verify outside equipment is on a level concrete slab or other approved materials. (Per IMC 304.9)
5. Verify heat pumps are three inches (3") off the pad. (Per IRC M1403.2)
6. Verify clearances around equipment. (Per MII)
7. Verify disconnect is installed and all wiring is protected by conduit on outside equipment. (Per IRC E4001.5 table and NEC)
8. Verify thermostat wires are protected to resist sunlight and physical damage. (Per IRC E3702.3.2-3.3)
9. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
10. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
11. Verify wiring is sized for maximum load. (Per NEC)

Gas

1. Verify gas shut-off is installed within six feet (6') of appliance. (Per IRC G2420.5)
2. Verify sediment trap is installed. *Note: ranges and clothes dryers do not need one.* (Per IRC G2419.4)
3. Verify hard pipe is used to access exterior of appliance cabinet. (Per IRC G2422.1.2.3)

Residential Package Heat Pump Checklist

Ducts

1. Verify unobstructed return duct size from return air openings to unit. *Must be a minimum of six (6) sq. in. per 1000 btu's for heat pumps.* (Per IRC M1403.1)
2. Verify return is equipped with a filter allowing even distribution of air flow across the filter. (Per IMC 605.1.3)
3. Verify return path to central return with transfer grills, undercut doors or individual returns. (Per Manual D 1-9)
4. Verify return air is not being taken from any of the following: closet, bathroom, toilet room, kitchen, garage, mechanical room, furnace room, or other dwelling units. (Per IRC M1602.2(4))
5. Verify supply duct sizing. *If design is questionable, a Manual D must be provided.* (Per IRC M1601.1)
6. Verify no duct openings in garage. Any duct passing through a garage must be 26-gauge steel. (Per IRC R309.1.1)
7. Verify supply and return ducts are four inches (4") off the ground. (Per IRC M1601.3.6)
8. Verify all exterior ducts are protected against the elements. (Per IRC M1601.3.4(2))
9. Verify if vibration isolators are required by MII. If required, they are not to exceed ten inches (10") in length. (Per IRC 1601.2.2)

10. Verify all joints are sealed on both supply and return ducts with approved tapes or mastics. (Per IRC M1601.3.1)
11. Verify all ducts, supply, return, panning, runs and boots, are insulated to R-4 in unconditioned areas. (Per IRC N1103.2.1) *Insulation has been revised from R-8 to R-4 by the 2007 Kentucky Residential code.*
12. Verify penetration of foundations with ducts is rodent-proof. (Per IRC G2404.9)
13. Verify all flex ducts are installed as per MII and are as straight as possible, strapped every four to five feet (4'-5') with one and a half inch (1-1/2") wide straps with no kinks or sharp bends. (Per MII and ADC)
14. Verify all metal ducts are strapped every ten feet (10'). (Per IRC M1601.3.2)
15. Verify all fire rated assemblies penetrated with duct or boots are "fire blocked" with approved fire block material. (Per IRC R602.8(4))
16. Verify dryer ducts are limited to twenty-five feet (25') in length. One 90 degree = five feet (5'). One 45 degree = two and a half feet (2 1/2'). Shall be metal with no screws which extend into the duct. (Per IRC M1502.5-2.6)
17. Verify dryer duct terminates to the outside of the building and not less than three feet (3') in any direction from any opening into the building. Duct termination must be equipped with back draft damper and shall not be screened. (Per IRC M1502.2)
18. If kitchen exhaust is used, a minimum of one hundred (100) cfm intermittent, twenty-five (25) cfm continuous. (Per IRC M1507.3)
19. Verify bathroom exhaust is fifty (50) cfm intermittent, twenty (20) cfm continuous if no operable windows. (Per IRC M1507.3)
20. Verify bathroom exhaust duct is a class 1 or class 0 type ducts and must exhaust to the outside of the building/structure. (Per IRC M1601.1.1(2), M1507.2)

Drilling and Notching

1. Wood-framed structural members shall be drilled, notched, or altered in accordance with the provisions of sections IRC R502.8, IRC R602.6, IRC R602.6.1, and IRC R802.7. Steel-Framed, load bearing members shall be permitted only in accordance with sections IRC R505.2, IRC R603.2, IRC R804.2, and IRC M1308.1.
2. Any piping through rafters, joists, or studs shall be kept one and a half inches (1.5") from any edge. (Per IRC M1308.2)

Equipment

1. Verify heating and cooling equipment and appliances are installed in accordance with the MII and the requirements of this code. (Per IRC M1401.1)
2. Verify heating and cooling equipment is sized based on building loads calculated in accordance with ACCA Manual J or other approved methods. (Per IRC M1401.3)
3. Verify manufacturer's instructions are with appliances and were followed. (Per IRC M1307.1)
4. Verify outside equipment is on a level concrete slab or other approved materials. (Per IMC 304.9)
5. Verify heat pumps are three inches (3") off the pad. (Per IRC M1403.2)
6. Verify clearances around equipment. (Per MII)
7. Verify disconnect is installed and all wiring is protected by conduit on outside equipment. (Per IRC E4001.5 table and NEC)
8. Verify thermostat wires are protected to resist sunlight and physical damage. (Per IRC E3702.3.2-3.3)

9. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
10. Verify total KW of heat strips. (Per MII)
11. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
12. Verify wiring is sized for maximum load. (Per NEC)

Residential Split- 80% Furnace with Air Checklist

Ducts

1. Verify that return is equipped with a filter allowing even distribution of air flow across the filter. (Per IMC 605.1.3)
2. Verify return air is not being taken from any of the following: closet, bathroom, toilet room, kitchen, garage, mechanical room, furnace room, or other dwelling units. (Per IRC M1602.2(4))
3. Verify return path to central return with transfer grills, undercut doors or individual returns. (Per Manual D 1-9)
4. Verify supply duct sizing. If design is questionable, a Manual D must be provided. (Per IRC M1601.1)
5. Verify no duct openings are located in garage. Any duct passing through a garage must be 26-gauge steel. (Per IRC R309.1.1)
6. Verify supply and return ducts are four inches (4") off the ground. (Per IRC M1601.3.6)
7. Verify if vibration isolators are required by MII. If required, they are not to exceed ten inches (10") in length. (Per IRC 1601.2.2)
8. Verify all joints are sealed on both supply and return ducts with approved tapes or mastics. (Per IRC M1601.3.1)
9. Verify all ducts, supply, return, panning, runs and boots, are insulated to R-4 in unconditioned areas. (Per IRC N1103.2.1) *Insulation has been revised from R-8 to R-4 by the 2007 Kentucky Residential code.*
10. Verify all flex ducts are installed as per MII and are as straight as possible, strapped every four to five feet (4-5') with one and a half inch (1-1/2") wide straps and no kinks or sharp bends. (Per MII and ADC)
11. Verify all metal ducts are strapped every ten feet (10'). (Per IRC M1601.3.2)
12. Verify all fire rated assemblies penetrated with duct or boots are "fire blocked" with approved fire block material. (Per IRC R602.8(4))
13. Verify dryer ducts are limited to twenty-five feet (25') in length. One ninety (90) degree = five feet (5'). One forty-five (45) degree = two and a half feet (2 1/2'). Shall be metal with no screws which extend into the duct. (Per IRC M1502.5-2.6)
14. Verify dryer duct terminates to the outside of the building and not less than three feet (3') in any direction from any opening into the building. Duct termination must be equipped with back draft damper and shall not be screened. (Per IRC M1502.2)
15. If kitchen exhaust is used, a minimum of one hundred (100) cfm intermittent, twenty-five (25) cfm continuous. (Per IRC M1507.3)
16. Verify bathroom exhaust is fifty (50) cfm intermittent, twenty (20) cfm continuous if no operable windows. (Per IRC M1507.3)
17. Verify bathroom exhaust duct is a class 1 or class 0 type ducts and must exhaust to the outside of the building/structure. (Per IRC M1601.1.1(2), M1507.2)

Drilling and Notching

1. Wood-framed structural members shall be drilled, notched, or altered in accordance with the provisions of sections IRC R502.8, IRC R602.6, IRC R602.6.1, and IRC R802.7. Steel-Framed, load bearing members shall be permitted only in accordance with sections IRC R505.2, IRC R603.2, IRC R804.2, and IRC M1308.1.
2. Any piping through rafters, joists, or studs shall be kept one and a half inches (1.5") from any edge. (Per IRC M1308.2)

Equipment

1. Verify heating and cooling equipment and appliances are installed in accordance with the MII and the requirements of this code. (Per IRC M1401.1)
2. Verify heating and cooling equipment is sized based on building loads calculated in accordance with ACCA Manual J or other approved methods. (Per IRC M1401.3)
3. Verify manufacturer's instructions are with appliances and were followed. (Per IRC M1307.1)
4. Verify equipment in a garage with an ignition source is raised 18" above the floor. (Per IRC M1307.3)
5. Verify equipment in garage is protected from impact. (Per IRC M1307.3.1)
6. Verify appliances located in compartments, alcoves, basements, or similar spaces have an unobstructed passageway that is 22" wide with a level service space of thirty by thirty inches (30"x30") in front of the appliance door. (Per IRC M1305.1.2)
7. Verify equipment located within compartments or alcoves are at least twelve inches (12") larger than the appliance. (Per IRC M1305.1.1)
8. Verify outside equipment is on a level concrete slab or other approved materials. (Per IMC 304.9)
9. Verify outdoor equipment is installed three inches (3") above finished grade and is in accordance with MII. (Per IRC M1308.3)
10. Verify disconnect is installed and all wiring is protected by conduit on outside equipment. (Per IRC E4001.5 table and NEC)
11. Verify thermostat wires are protected to resist sunlight and physical damage. (Per IRC E3702.3.2-3.3)
12. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
13. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
14. Verify wiring is sized for maximum load. (Per NEC)

Combustion Air

1. Verify combustion air is not being taking from any of the following: sleeping rooms, bathrooms, or toilet rooms. (Per IRC M1701.4)
2. Verify combustion air method follows manufacturer's instructions.
3. The following are some examples of approved combustion air methods:
 - **IRC M1702.1**
Volume of space in which appliance is installed is greater than 50 cubic feet per 1000 btu's
 - **IRC M1702.2**
Confined space "using adjacent spaces:" one opening within 12" of the ceiling and one within 12" of the floor but not less than 100 sq. inches.
 - **IRC M1703.2**
Outside combustion air supplied through openings or ducts, one opening within 12" of the ceiling and one within 12" of the floor, connecting directly with the crawl and attic space.
 - **IRC M1703.2.1**

Openings communicating directly with the outdoors through vertical ducts: each opening shall have 1 sq. inch per 4000 btu's.

- **IRC, M1703.2.1** Horizontal ducts communicating with the outdoors: each opening shall have 1 sq. inch per 2000 btu's.
- **IRC M1703.4-M1703.2(4)**
Under-floor combustion air using foundation louvers must be 1 sq. inch per 4000 btu's.

Venting

1. Verify venting type and method of venting. (Clearance to combustibles, number of appliances connected, horizontal length, 1/4" per foot rise, roof penetration height, etc.) *Determine also if chimney liner is needed or required.* (Per 2009 NFPA-54)

Gas

1. Verify gas shut off is installed within six feet (6') of appliance. (Per IRC G2420.5)
2. Verify sediment trap is installed. *Note: ranges and clothes dryers do not need one.* (Per IRC G2419.4)
3. Verify hard pipe is used to access exterior of appliance cabinet. (Per IRC G2422.1.2.3)

Attic Appliances

1. Verify appliances in attics have a minimum 20"x30" clear opening or large enough to remove the largest appliance. Must have an unobstructed passageway of 22" wide & 30" high, no farther away than 20'. A level working space must be provided, 30"wide x 30" deep where access is required. If the passageway is not less than 6' high the appliance can be moved back to 50' away. (Per IRC M1305.1.3 (2))
2. Verify a light controlled by a switch at the opening and a receptacle near the appliance. (Per IRC M1305.1.4.3)
3. Verify primary drain line is installed to discharge condensate to an approved place for disposal. (Per MII and IRC M1411.3)
4. Verify an auxiliary drain pan is installed under the appliance and is one and a half inches (1 ½") deep and three inches (3") wider than the appliance. The pan shall drain to a conspicuous location, a float switch, or other approved method. (Per IRC M1411.3.1(1))
5. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
6. Verify disconnecting means. (Per IRC E4001.5 table)
7. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
8. Verify wiring is sized for maximum load. (Per NEC)

Under Floor Appliances

1. Verify appliances under floors have a 22"x30" rough opening or large enough to remove the largest appliance. Must have an unobstructed passageway of 22" wide and 30"high and be no farther away than 20'. A level working space must be provided that is 30"wide x 30"deep where access is required. If the passageway is not less than six feet (6') high, the appliance has an unlimited distance. (Per IRC M1305.1.4)
2. Verify a light controlled by a switch at the opening and a receptacle near the appliance. (Per IRC M1305.1.4.3)
3. Verify appliances supported from the ground are on a level concrete slab. Appliances suspended from the floor must have a clearance of six inches (6") from the ground. (Per IRC M1305.1.4.1)
4. Verify a primary drain line is installed to discharge condensate to an approved location. (Per IRC M1411.3)
5. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
6. Verify disconnecting means. (Per IRC E4001.5 table)

7. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
8. Verify wiring is sized for maximum load. (Per NEC)

Residential Dual-Fuel Split Heat Pump Checklist

Ducts

1. Verify unobstructed return duct size from return air openings to unit. *Must be a minimum of six (6) sq. in. per 1000 btu's for heat pumps.* (Per IRC M1403.1)
2. Verify that return is equipped with a filter allowing even distribution of air flow across the filter. (Per IMC 605.1.3)
3. Verify return path to central return with transfer grills, undercut doors or individual returns. (Per Manual D 1-9)
4. Verify return air is not being taken from any of the following: closet, bathroom, toilet room, kitchen, garage, mechanical room, furnace room, or other dwelling units. (Per IRC M1602.2(4))
5. Verify supply duct sizing. If design is questionable, a Manual D must be provided. (Per IRC M1601.1)
6. Verify no duct openings are located in garage. Any duct passing through a garage must be 26-gauge steel. (Per IRC R309.1.1)
7. Verify supply and return ducts are four inches (4") off the ground. (Per IRC M1601.3.6)
8. Verify all exterior ducts are protected against the elements. (Per IRC M1601.3.4(2))
9. Verify if vibration isolators are required by MII. If required, they are not to exceed ten inches (10") in length. (Per IRC 1601.2.2)
10. Verify all joints are sealed on both supply and return ducts with approved tapes or mastics. (Per IRC M1601.3.1)
11. Verify all ducts, supply, return, panning, runs and boots, are insulated to R-4 in unconditioned areas. (Per IRC N1103.2.1) *Insulation has been revised from R-8 to R-4 by the 2007 Kentucky Residential code.*
12. Verify all flex ducts are installed as per MII and are as straight as possible, strapped every four to five feet (4-5') with one and a half inch (1-1/2") wide straps and no kinks or sharp bends. (Per MII and ADC)
13. Verify all metal ducts are strapped every ten feet (10'). (Per IRC M1601.3.2)
14. Verify all fire rated assemblies penetrated with duct or boots are "fire blocked" with approved fire block material. (Per IRC R602.8(4))
- ** Verify dryer ducts are limited to twenty-five feet (25') in length. One ninety (90) degree = five feet (5'). One forty-five (45) degree = two and a half feet (2 1/2'). Shall be metal with no screws which extend into the duct. (Per IRC M1502.5-2.6)
15. Verify dryer duct terminates to the outside of the building and not less than three feet (3') in any direction from any opening into the building. Duct termination must be equipped with back draft damper and shall not be screened. (Per IRC M1502.2)
16. If kitchen exhaust is used, a minimum of one hundred (100) cfm intermittent, twenty-five (25) cfm continuous. (Per IRC M1507.3)
17. Verify bathroom exhaust is fifty (50) cfm intermittent, twenty (20) cfm continuous if no operable windows. (Per IRC M1507.3)
18. Verify bathroom exhaust duct must be a class 1 or class 0 type ducts & must exhaust to the outside. IRC, M1601.1.1(2) & IRC, M1507.2

Drilling and Notching

1. Wood-framed structural members shall be drilled, notched, or altered in accordance with the provisions of sections IRC R502.8, IRC R602.6, IRC R602.6.1, and IRC R802.7. Steel-Framed, load bearing members shall be permitted only in accordance with sections IRC R505.2, IRC R603.2, IRC R804.2, and IRC M1308.1.
2. Any piping through rafters, joists, or studs shall be kept one and a half inches (1.5") from any edge. (Per IRC M1308.2)

Equipment

1. Verify heating and cooling equipment and appliances are installed in accordance with the MII and the requirements of this code. (Per IRC M1401.1)
2. Verify heating and cooling equipment is sized based on building loads calculated in accordance with ACCA Manual J or other approved methods. (Per IRC M1401.3)
3. Verify manufacturer's instructions are with appliances and were followed. (Per IRC M1307.1)
4. Verify equipment in a garage with an ignition source is raised 18" above the floor. (Per IRC M1307.3)
5. Verify equipment in garage is protected from impact. (Per IRC M1307.3.1)
6. Verify appliances located in compartments, alcoves, basements, or similar spaces have an unobstructed passageway that is 22" wide with a level service space of thirty by thirty inches (30"x30") in front of the appliance door. (Per IRC M1305.1.2)
7. Verify equipment located within compartments or alcoves are at least twelve inches (12") larger than the appliance. (Per IRC M1305.1.1)
8. Verify condensate drain is protected from freezing.
9. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
10. Verify outside equipment is on a level concrete slab or other approved materials. (Per IMC 304.9)
11. Verify heat pumps are three inches (3") off the pad. (Per IRC M1403.2)
12. Verify disconnect is installed and all wiring is protected by conduit on outside equipment. (Per IRC E4001.5 table and NEC)
13. Verify thermostat wires are protected to resist sunlight and physical damage. (Per IRC E3702.3.2-3.3)
14. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
15. Verify wiring is sized for maximum load. (Per NEC)

Combustion Air

1. Verify combustion air is not being taking from any of the following: sleeping rooms, bathrooms, or toilet rooms. (Per IRC M1701.4)
2. Verify combustion air method follows manufacturer's instructions.

Venting

1. Verify venting follows manufacturer's instructions.

Gas

1. Verify gas shut off is installed within six feet (6') of appliance. (Per IRC G2420.5)
2. Verify sediment trap is installed. *Note: ranges and clothes dryers do not need one.* (Per IRC G2419.4)
3. Verify hard pipe is used to access exterior of appliance cabinet. (Per IRC G2422.1.2.3)

Attic Appliances

Verify appliances in attics have a minimum 20"x30" clear opening or large enough to remove the largest appliance. Must have an unobstructed passageway of 22" wide & 30" high, no farther away than 20'. A level working space must be provided, 30" wide x 30" deep where access is required. If the passageway is not less than 6' high the appliance can be moved back to 50' away. (Per IRC M1305.1.3 (2))

1. Verify a light controlled by a switch at the opening and a receptacle near the appliance. (Per IRC M1305.1.4.3)
2. Verify primary drain line is installed to discharge condensate to an approved place for disposal. (Per MII and IRC M1411.3)
3. Verify an auxiliary drain pan is installed under the appliance and is one and a half inches (1 ½") deep and three inches (3") wider than the appliance. The pan shall drain to a conspicuous location, a float switch, or other approved method. (Per IRC M1411.3.1(1))
4. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
5. Verify disconnecting means. (Per IRC E4001.5 table)
6. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
7. Verify wiring is sized for maximum load. (Per NEC)

Under Floor Appliances

1. Verify appliances under floors have a 22"x30" rough opening or large enough to remove the largest appliance. Must have an unobstructed passageway of 22" wide and 30" high and be no farther away than 20'. A level working space must be provided that is 30" wide x 30" deep where access is required. If the passageway is not less than six feet (6') high, the appliance has an unlimited distance. (Per IRC M1305.1.4)
2. Verify a light controlled by a switch at the opening and a receptacle near the appliance. (Per IRC M1305.1.4.3)
3. Verify appliances supported from the ground are on a level concrete slab. Appliances suspended from the floor must have a clearance of six inches (6") from the ground. (Per IRC M1305.1.4.1)
4. Verify a primary drain line is installed to discharge condensate to an approved location. (Per IRC M1411.3)
5. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
6. Verify disconnecting means. (Per IRC E4001.5 table)
7. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
8. Verify wiring is sized for maximum load. (Per NEC)

Residential Package Gas Pack Checklist

Ducts

1. Verify that return is equipped with a filter allowing even distribution of air flow across the filter. (Per IMC 605.1.3)
2. Verify return path to central return with transfer grills, undercut doors or individual returns. (Per Manual D 1-9)
3. Verify return air is not being taken from any of the following: closet, bathroom, toilet room, kitchen, garage, mechanical room, furnace room, or other dwelling units. (Per IRC M1602.2(4))
4. Verify supply duct sizing. If design is questionable, a Manual D must be provided. (Per IRC M1601.1)
5. Verify no duct openings are located in garage. Any duct passing through a garage must be 26-gauge steel. (Per IRC R309.1.1)

6. Verify supply and return ducts are four inches (4") off the ground. (Per IRC M1601.3.6)
7. Verify all exterior ducts are protected against the elements. (Per IRC M1601.3.4(2))
8. Verify if vibration isolators are required by MII. If required, they are not to exceed ten inches (10") in length. (Per IRC 1601.2.2)
9. Verify all joints are sealed on both supply and return ducts with approved tapes or mastics. (Per IRC M1601.3.1)
10. Verify all ducts, supply, return, panning, runs and boots, are insulated to R-4 in unconditioned areas. (Per IRC N1103.2.1) *Insulation has been revised from R-8 to R-4 by the 2007 Kentucky Residential code.*
11. Verify penetration of foundations with ducts is rodent proof. (Per IRC 2404.9)
12. Verify all flex ducts are installed as per MII and are as straight as possible, strapped every four to five feet (4-5') with one and a half inch (1-1/2") wide straps and no kinks or sharp bends. (Per MII and ADC)
13. Verify all metal ducts are strapped every ten feet (10'). (Per IRC M1601.3.2)
14. Verify all fire rated assemblies penetrated with duct or boots are "fire blocked" with approved fire block material. (Per IRC R602.8(4))
15. Verify dryer ducts are limited to twenty-five feet (25') in length. One ninety (90) degree = five feet (5'). One forty-five (45) degree = two and a half feet (2 1/2'). Shall be metal with no screws which extend into the duct. (Per IRC M1502.5-2.6)
16. Verify dryer duct terminates to the outside of the building and not less than three feet (3') in any direction from any opening into the building. Duct termination must be equipped with back draft damper and shall not be screened. (Per IRC M1502.2)
17. If kitchen exhaust is used, a minimum of one hundred (100) cfm intermittent, twenty-five (25) cfm continuous. (Per IRC M1507.3)
18. Verify bathroom exhaust is fifty (50) cfm intermittent, twenty (20) cfm continuous if no operable windows. (Per IRC M1507.3)
19. Verify bathroom exhaust duct is a class 1 or class 0 type ducts and must exhaust to the outside of the building/structure. (Per IRC M1601.1.1(2), M1507.2)

Drilling and Notching

1. Wood-framed structural members shall be drilled, notched, or altered in accordance with the provisions of sections IRC R502.8, IRC R602.6, IRC R602.6.1, and IRC R802.7. Steel-Framed, load bearing members shall be permitted only in accordance with sections IRC R505.2, IRC R603.2, IRC R804.2, and IRC M1308.1.
2. Any piping through rafters, joists, or studs shall be kept one and a half inches (1.5") from any edge. (Per IRC M1308.2)
- 3.

Equipment

1. Verify heating and cooling equipment and appliances are installed in accordance with the MII and the requirements of this code. (Per IRC M1401.1)
2. Verify heating and cooling equipment is sized based on building loads calculated in accordance with ACCA Manual J or other approved methods. (Per IRC M1401.3)
3. Verify manufacturer's instructions are with appliances and were followed. (Per IRC M1307.1)
4. Verify outside equipment is on a level concrete slab or other approved materials. (Per IMC 304.9)
5. Verify heat pumps are three inches (3") off the pad. (Per IRC M1403.2)

6. Verify clearances around equipment. (Per MII
7. Verify disconnect is installed and all wiring is protected by conduit on outside equipment. (Per IRC E4001.5 table and NEC)
8. Verify thermostat wires are protected to resist sunlight and physical damage. (Per IRC E3702.3.2-3.3)
9. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
10. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
11. Verify wiring is sized for maximum load. (Per NEC)

Gas

1. Verify gas shut-off is installed within six feet (6') of appliance. (Per IRC G2420.5)
2. Verify sediment trap is installed. *Note: ranges and clothes dryers do not need one.* (Per IRC G2419.4)
3. Verify hard pipe is used to access exterior of appliance cabinet. (Per IRC G2422.1.2.3)

Residential Geo-Thermal Checklist

Ducts

1. Verify unobstructed return duct size from return air openings to unit. *Must be a minimum of six (6) sq. in. per 1000 btu's for heat pumps.* (Per IRC M1403.1)
2. Verify that return is equipped with a filter allowing even distribution of air flow across the filter. (Per IMC 605.1.3)
3. Verify return path to central return with transfer grills, undercut doors or individual returns. (Per Manual D 1-9)
4. Verify return air is not being taken from any of the following: closet, bathroom, toilet room, kitchen, garage, mechanical room, furnace room, or other dwelling units. (Per IRC M1602.2(4))
5. Verify supply duct sizing. If design is questionable, a Manual D must be provided. (Per IRC M1601.1)
6. Verify no duct openings are located in garage. Any duct passing through a garage must be 26-gauge steel. (Per IRC R309.1.1)
7. Verify supply and return ducts are four inches (4") off the ground. (Per IRC M1601.3.6)
8. Verify if vibration isolators are required by MII. If required, they are not to exceed ten inches (10") in length. (Per IRC 1601.2.2)
9. Verify all joints are sealed on both supply and return ducts with approved tapes or mastics. (Per IRC M1601.3.1)
10. Verify all ducts, supply, return, panning, runs and boots, are insulated to R-4 in unconditioned areas. (Per IRC N1103.2.1) *Insulation has been revised from R-8 to R-4 by the 2007 Kentucky Residential code.*
11. Verify all flex ducts are installed as per MII and are as straight as possible, strapped every four to five feet (4-5') with one and a half inch (1 ½") wide straps and no kinks or sharp bends. (Per MII and ADC)
12. Verify all metal ducts are strapped every ten feet (10'). (Per IRC M1601.3.2)
13. Verify all fire rated assemblies penetrated with duct or boots are "fire blocked" with approved fire block material. (Per IRC R602.8(4))
14. Verify dryer ducts are limited to twenty-five feet (25') in length. One ninety (90) degree = five feet (5'). One forty-five (45) degree = two and a half feet (2 ½'). Shall be metal with no screws which extend into the duct. (Per IRC M1502.5-2.6)
15. Verify dryer duct terminates to the outside of the building and not less than three feet (3') in any direction from any opening into the building.

16. Duct termination must be equipped with back draft damper and shall not be screened. (Per IRC M1502.2)
17. If kitchen exhaust is used, a minimum of one hundred (100) cfm intermittent, twenty-five (25) cfm continuous. (Per IRC M1507.3) Verify bathroom exhaust must be 50 cfm intermittent, 20 cfm continuous if no operable windows. IRC, M1507.3
18. Verify bathroom exhaust is fifty (50) cfm intermittent, twenty (20) cfm continuous if no operable windows. (Per IRC M1507.3)
19. Verify bathroom exhaust duct is a class 1 or class 0 type ducts and must exhaust to the outside of the building/structure. (Per IRC M1601.1.1(2), M1507.2)

Drilling and Notching

1. Wood-framed structural members shall be drilled, notched, or altered in accordance with the provisions of sections IRC R502.8, IRC R602.6, IRC R602.6.1, and IRC R802.7. Steel-Framed, load bearing members shall be permitted only in accordance with sections IRC R505.2, IRC R603.2, IRC R804.2, and IRC M1308.1.
2. Any piping through rafters, joists, or studs shall be kept one and a half inches (1.5") from any edge. (Per IRC M1308.2)

Equipment

1. Verify heating and cooling equipment and appliances are installed in accordance with the MII and the requirements of this code. (Per IRC M1401.1)
2. Verify heating and cooling equipment is sized based on building loads calculated in accordance with ACCA Manual J or other approved methods. (Per IRC M1401.3)
3. Verify manufacturer's instructions are with appliances and were followed. (Per IRC M1307.1)
4. Verify loop system holds a 30-minute pressure test at 100psi before backfilling. (Per IRC 2105.1)
5. Verify equipment in a garage with an ignition source is raised eighteen inches (18") above the floor. Per IRC M1307.3)
6. Verify appliances located in compartments, alcoves, basements, or similar spaces have an unobstructed passageway that is 22" wide with a level service space of thirty by thirty inches (30"x30") in front of the appliance door. (Per IRC M1305.1.2)
7. Verify equipment located within compartments or alcoves are at least twelve inches (12") larger than the appliance. (Per IRC M1305.1.1)
8. Verify equipment in garages is protected from impact. (Per IRC M1307.3.1)
9. Verify outside equipment is on a level concrete slab or other approved materials. (Per IMC 304.9)
10. Verify heat pumps are three inches (3") off the pad. (Per IRC M1403.2)
11. Verify disconnect is installed and all wiring is protected by conduit on outside equipment. (Per IRC E4001.5 table and NEC)
12. Verify thermostat wires are protected to resist sunlight and physical damage. (Per IRC E3702.3.2-3.3)
13. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
14. Verify total KW of heat strips. (Per MII)
15. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
16. Verify wiring is sized for maximum load. (Per NEC)

Under Floor Appliances

1. Verify appliances under floors have a 22"x30" rough opening or large enough to remove the largest appliance. Must have an unobstructed passageway of 22" wide and 30" high and be no farther away than

20'. A level working space must be provided that is 30" wide x 30" deep where access is required. If the passageway is not less than six feet (6') high, the appliance has an unlimited distance. (Per IRC M1305.1.4)

2. Verify a light controlled by a switch at the opening and a receptacle near the appliance. (Per IRC M1305.1.4.3)
3. Verify appliances supported from the ground are on a level concrete slab. Appliances suspended from the floor must have a clearance of six inches (6") from the ground. (Per IRC M1305.1.4.1)
4. Verify a primary drain line is installed to discharge condensate to an approved location. (Per IRC M1411.3)
5. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
6. Verify disconnecting means. (Per IRC E4001.5 table)
7. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
8. Verify wiring is sized for maximum load. (Per NEC)

Residential Split- 90% Furnace with Air Checklist

Ducts

1. Verify that return is equipped with a filter allowing even distribution of air flow across the filter. (Per IMC 605.1.3)
2. Verify return air is not being taken from any of the following: closet, bathroom, toilet room, kitchen, garage, mechanical room, furnace room, or other dwelling units. (Per IRC M1602.2(4))
3. Verify return path to central return with transfer grills, undercut doors or individual returns. (Per Manual D 1-9)
4. Verify supply duct sizing. If design is questionable, a Manual D must be provided. (Per IRC M1601.1)
5. Verify no duct openings in garage. Ducts passing through a garage must be 26 gauge steel. IRC, R309.1.1
6. Verify supply and return ducts are four inches (4") off the ground. (Per IRC M1601.3.6)
7. Verify if vibration isolators are required by MII. If required, they are not to exceed ten inches (10") in length. (Per IRC 1601.2.2)
8. Verify all joints are sealed on both supply and return ducts with approved tapes or mastics. (Per IRC M1601.3.1)
9. Verify all ducts, supply, return, panning, runs and boots, are insulated to R-4 in unconditioned areas. (Per IRC N1103.2.1) *Insulation has been revised from R-8 to R-4 by the 2007 Kentucky Residential code.*
10. Verify all flex ducts are installed as per MII and are as straight as possible, strapped every four to five feet (4-5') with one and a half inch (1-1/2") wide straps and no kinks or sharp bends. (Per MII and ADC)
11. Verify all metal ducts are strapped every ten feet (10'). (Per IRC M1601.3.2)
12. Verify all fire rated assemblies penetrated with duct or boots are "fire blocked" with approved fire block material. (Per IRC R602.8(4))
13. Verify dryer ducts are limited to twenty-five feet (25') in length. One ninety (90) degree = five feet (5'). One forty-five (45) degree = two and a half feet (2 1/2'). Shall be metal with no screws which extend into the duct. (Per IRC M1502.5-2.6)
14. Verify dryer duct terminates to the outside of the building and not less than three feet (3') in any direction from any opening into the building. Duct termination must be equipped with back draft damper and shall not be screened. (Per IRC M1502.2)

15. If kitchen exhaust is used, a minimum of one hundred (100) cfm intermittent, twenty-five (25) cfm continuous. (Per IRC M1507.3)
16. Verify bathroom exhaust is fifty (50) cfm intermittent, twenty (20) cfm continuous if no operable windows. (Per IRC M1507.3)
17. Verify bathroom exhaust duct is a class 1 or class 0 type ducts and must exhaust to the outside of the building/structure. (Per IRC M1601.1.1(2), M1507.2)

Drilling & Notching

1. Wood-framed structural members shall be drilled, notched, or altered in accordance with the provisions of sections IRC R502.8, IRC R602.6, IRC R602.6.1, and IRC R802.7. Steel-Framed, load bearing members shall be permitted only in accordance with sections IRC R505.2, IRC R603.2, IRC R804.2, and IRC M1308.1.
2. Any piping through rafters, joists, or studs shall be kept one and a half inches (1.5") from any edge. (Per IRC M1308.2)

Equipment

1. Verify heating and cooling equipment and appliances are installed in accordance with the MII and the requirements of this code. (Per IRC M1401.1)
2. Verify heating and cooling equipment is sized based on building loads calculated in accordance with ACCA Manual J or other approved methods. (Per IRC M1401.3)
3. Verify manufacturer's instructions are with appliances and were followed. (Per IRC M1307.1)
4. Verify equipment in a garage with an ignition source is raised 18" above the floor. (Per IRC M1307.3)
5. Verify equipment in garage is protected from impact. (Per IRC M1307.3.1)
6. Verify appliances located in compartments, alcoves, basements or similar spaces have an unobstructed passageway 22" wide, with a level service space of 30"x 30" in front of the appliance door. (Per IRC M1305.1.2)
7. Verify equipment located within compartments or alcoves are at least 12" larger than the appliance. (Per IRC M1305.1.1)
8. Verify condensate drain is protected from freezing. (Per MII)
9. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
10. Verify outside equipment is on a level concrete slab or other approved materials. (Per IMC 304.9)
11. Verify outdoor equipment is installed three inches (3") above finished grade and is in accordance with MII. (Per IRC M1308.3)
12. Verify disconnect is installed and all wiring is protected by conduit on outside equipment. (Per IRC E4001.5 table and NEC)
13. Verify thermostat wires are protected to re Verify thermostat wires are protected to resist sunlight and physical damage. (Per IRC E3702.3.2-3.3)
14. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
15. Verify wiring is sized for maximum load. (Per NEC)

Combustion Air

1. Verify combustion air is not being taking from any of the following: sleeping rooms, bathrooms, or toilet rooms. (Per IRC M1701.4)
2. Verify combustion air method follows manufacturer's instructions.

Venting

1. Verify venting follows manufacturer's instructions.

Gas

1. Verify gas shut off is installed within six feet (6') of appliance. (Per IRC G2420.5)
2. Verify sediment trap is installed. *Note: ranges and clothes dryers do not need one.* (Per IRC G2419.4)
3. Verify hard pipe is used to access exterior of appliance cabinet. (Per IRC G2422.1.2.3)

Attic Appliances

1. Verify appliances in attics have a minimum 20"x30" clear opening or large enough to remove the largest appliance. Must have an unobstructed passageway of 22" wide & 30" high, no farther away than 20'. A level working space must be provided, 30" wide x 30" deep where access is required. If the passageway is not less than 6' high the appliance can be moved back to 50' away. (Per IRC M1305.1.3 (2))
2. Verify a light controlled by a switch at the opening and a receptacle near the appliance. (Per IRC M1305.1.4.3)
3. Verify primary drain line is installed to discharge condensate to an approved place for disposal. (Per MII and IRC M1411.3)
4. Verify an auxiliary drain pan is installed under the appliance and is one and a half inches (1 ½") deep and three inches (3") wider than the appliance. The pan shall drain to a conspicuous location, a float switch, or other approved method. (Per IRC M1411.3.1(1))
5. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
6. Verify disconnecting means. (Per IRC E4001.5 table)
7. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
8. Verify wiring is sized for maximum load. (Per NEC)

Under Floor Appliances

1. Verify appliances under floors have a 22"x30" rough opening or large enough to remove the largest appliance. Must have an unobstructed passageway of 22" wide and 30" high and be no farther away than 20'. A level working space must be provided that is 30" wide x 30" deep where access is required. If the passageway is not less than six feet (6') high, the appliance has an unlimited distance. (Per IRC M1305.1.4)
2. Verify a light controlled by a switch at the opening and a receptacle near the appliance. (Per IRC M1305.1.4.3)
3. Verify appliances supported from the ground are on a level concrete slab. Appliances suspended from the floor must have a clearance of six inches (6") from the ground. (Per IRC M1305.1.4.1)
4. Verify a primary drain line is installed to discharge condensate to an approved location. (Per IRC M1411.3)
5. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
6. Verify disconnecting means. (Per IRC E4001.5 table)
7. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
8. Verify wiring is sized for maximum load. (Per NEC)

Residential Split Heat Pump Checklist

Ducts

1. Verify unobstructed return duct size from return air openings to unit. *Must be a minimum of six (6) sq. in. per 1000 btu's for heat pumps.* (Per IRC M1403.1)
2. Verify return is equipped with a filter allowing even distribution of air flow across the filter. (Per IMC 605.1.3)
3. Verify return path to central return with transfer grills, undercut doors or individual returns. (Per Manual D 1-9)
4. Verify return air is not being taken from any of the following: closet, bathroom, toilet room, kitchen, garage, mechanical room, furnace room, or other dwelling units. (Per IRCM1602.2(4))
5. Verify supply duct sizing. *If design is questionable, a Manual D must be provided.* (Per IRC M1601.1)
6. Verify no duct openings in garage. Any duct passing through a garage must be 26-gauge steel. (Per IRC R309.1.1)
7. Verify supply and return ducts are four inches (4") off the ground. (Per IRC M1601.3.6)
8. Verify if vibration isolators are required by MII. If required, they are not to exceed ten inches (10") in length. (Per IRC 1601.2.2)
9. Verify all joints are sealed on both supply and return ducts with approved tapes or mastics. (Per IRC M1601.3.1)
10. Verify all ducts, supply, return, panning, runs and boots, are insulated to R-4 in unconditioned areas. (Per IRC N1103.2.1) *Insulation has been revised from R-8 to R-4 by the 2007 Kentucky Residential code.*
11. Verify all flex ducts are installed as per MII and are as straight as possible, strapped every four to five feet (4'-5') with one and a half inch (1-1/2") wide straps with no kinks or sharp bends. (Per MII and ADC)
12. Verify all metal ducts are strapped every ten feet (10'). (Per IRC M1601.3.2)
13. Verify all fire rated assemblies penetrated with duct or boots are "fire blocked" with approved fire block material. (Per IRC R602.8(4))
14. Verify dryer ducts are limited to twenty-five feet (25') in length. One 90 degree = five feet (5'). One 45 degree = two and a half feet (2 1/2'). Shall be metal with no screws which extend into the duct. (Per IRC M1502.5-2.6)
15. Verify dryer duct terminates to the outside of the building and not less than three feet (3') in any direction from any opening into the building Duct termination must be equipped with back draft damper and shall not be screened. (Per IRC M1502.2)
16. If kitchen exhaust is used, a minimum of one hundred (100) cfm intermittent, twenty-five (25) cfm continuous. (Per IRC M1507.3)
17. Verify bathroom exhaust must be 50 cfm intermittent, 20 cfm continuous if no operable windows. IRC,M1507.3
18. Verify bathroom exhaust is fifty (50) cfm intermittent, twenty (20) cfm continuous if no operable windows. (Per IRC M1507.3)

Drilling & Notching

1. Wood-framed structural members shall be drilled, notched, or altered in accordance with the provisions of sections IRC R502.8, IRC R602.6, IRC R602.6.1, and IRC R802.7. Steel-Framed, load bearing members shall be permitted only in accordance with sections IRC R505.2, IRC R603.2, IRC R804.2, and IRC M1308.1.

2. Any piping through rafters, joists, or studs shall be kept one and a half inches (1.5") from any edge. (Per IRC M1308.2)

Equipment

1. Verify heating and cooling equipment and appliances are installed in accordance with the MII and the requirements of this code. (Per IRC M1401.1)
2. Verify heating and cooling equipment is sized based on building loads calculated in accordance with ACCA Manual J or other approved methods. (Per IRC M1401.3)
3. Verify manufacturer's instructions are with appliances and were followed. (Per IRC M1307.1)
4. Verify outside equipment is on a level concrete slab or other approved materials. (Per IMC 304.9)
5. Verify appliances located in compartments, alcoves, basements or similar spaces have an unobstructed passageway 22" wide, with a level service space of 30"x 30" in front of the appliance door. (Per IRC M1305.1.2)
6. Verify equipment located within compartments or alcoves are at least 12" larger than the appliance. (Per IRC M1305.1.1)
7. Verify equipment in garage is protected from impact. (Per IRC M1307.3.1)
8. Verify outside equipment is on a level concrete slab or other approved materials. (Per IMC 304.9)
9. Verify heat pumps are three inches (3") off the pad. (Per IRC M1403.2)
10. Verify disconnect is installed and all wiring is protected by conduit on outside equipment. (Per IRC E4001.5 table and NEC)
11. Verify thermostat wires are protected to resist sunlight and physical damage. (Per IRC E3702.3.2-3.3)
12. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
13. Verify total KW of heat strips. (Per MII)
14. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
15. Verify wiring is sized for maximum load. (Per NEC)

Attic Appliances

1. Verify appliances in attics have a minimum 20"x30" clear opening or large enough to remove the largest appliance. Must have an unobstructed passageway of 22" wide & 30" high, no farther away than 20'. A level working space must be provided, 30" wide x 30" deep where access is required. If the passageway is not less than 6' high the appliance can be moved back to 50' away. (Per IRC M1305.1.3 (2))
2. Verify a light controlled by a switch at the opening and a receptacle near the appliance. (Per IRC M1305.1.4.3)
3. Verify primary drain line is installed to discharge condensate to an approved place for disposal. (Per MII and IRC M1411.3)
4. Verify an auxiliary drain pan is installed under the appliance and is one and a half inches (1 ½") deep and three inches (3") wider than the appliance. The pan shall drain to a conspicuous location, a float switch, or other approved method. (Per IRC M1411.3.1(1))
5. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
6. Verify disconnecting means. (Per IRC E4001.5 table)
7. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
8. Verify wiring is sized for maximum load. (Per NEC)

Under Floor Appliances

1. Verify appliances under floors have a 22"x30" rough opening or large enough to remove the largest appliance. Must have an unobstructed passageway of 22" wide and 30" high and be no farther away than 20'. A level working space must be provided that is 30" wide x 30" deep where access is required. If the passageway is not less than six feet (6') high, the appliance has an unlimited distance. (Per IRC M1305.1.4)
2. Verify a light controlled by a switch at the opening and a receptacle near the appliance. (Per IRC M1305.1.4.3)
3. Verify appliances supported from the ground are on a level concrete slab. Appliances suspended from the floor must have a clearance of six inches (6") from the ground. (Per IRC M1305.1.4.1)
4. Verify a primary drain line is installed to discharge condensate to an approved location. (Per IRC M1411.3)
5. Verify a condensate trap is installed. (Per MII and IMC 307.2.4)
6. Verify disconnecting means. (Per IRC E4001.5 table)
7. Verify breakers are sized as per equipment data plate. (Per MII and NEC)
8. Verify wiring is sized for maximum load. (Per NEC)

HVAC CODE REFERENCES

ACCA	Air Conditioning Contractors of America
ADC.....	Air Diffusion Council
IMC.....	2006 International Mechanical Code
IRC.....	2006 International Residential Code
Manual D.....	1995 ACCA Manual D
Manual J	ACCA Manual J, 7 th Edition
MII.....	Manufacturer's Installation Instructions
NFPA 54.....	2009 National Fire Protection Association

Please note: Code references and related specifications listed herein were current as of the publication date of this document. Code editions and specifications are subject to change. Before beginning work, confirm current codes and specifications.